Ministry of Health

Online Monitoring of Continuing Professional Development System (myCPD)

User Guide (USER)

Version 1.3

Last Updated: January 2008

REVISION HISTORY

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INTRODUCTION

Purpose of User Manual

This manual is designed for all the health care professionals (HCP) in both public and private sector. This manual discusses the role of User. All the HCP that has been registered in myCPD system is a user by default. This manual is intended to help the user to understand their role and perform the main task without consulting others to get answers to questions.

Scope

The use of the myCPD application for users are as stated below:

Plan CPD activities

Recording CPD activities and

Tracking CPD activities and credit points

CPD User is a healthcare professional working in the health industry, either from the public or private sectors.

1.0 NEW REGISTRATION

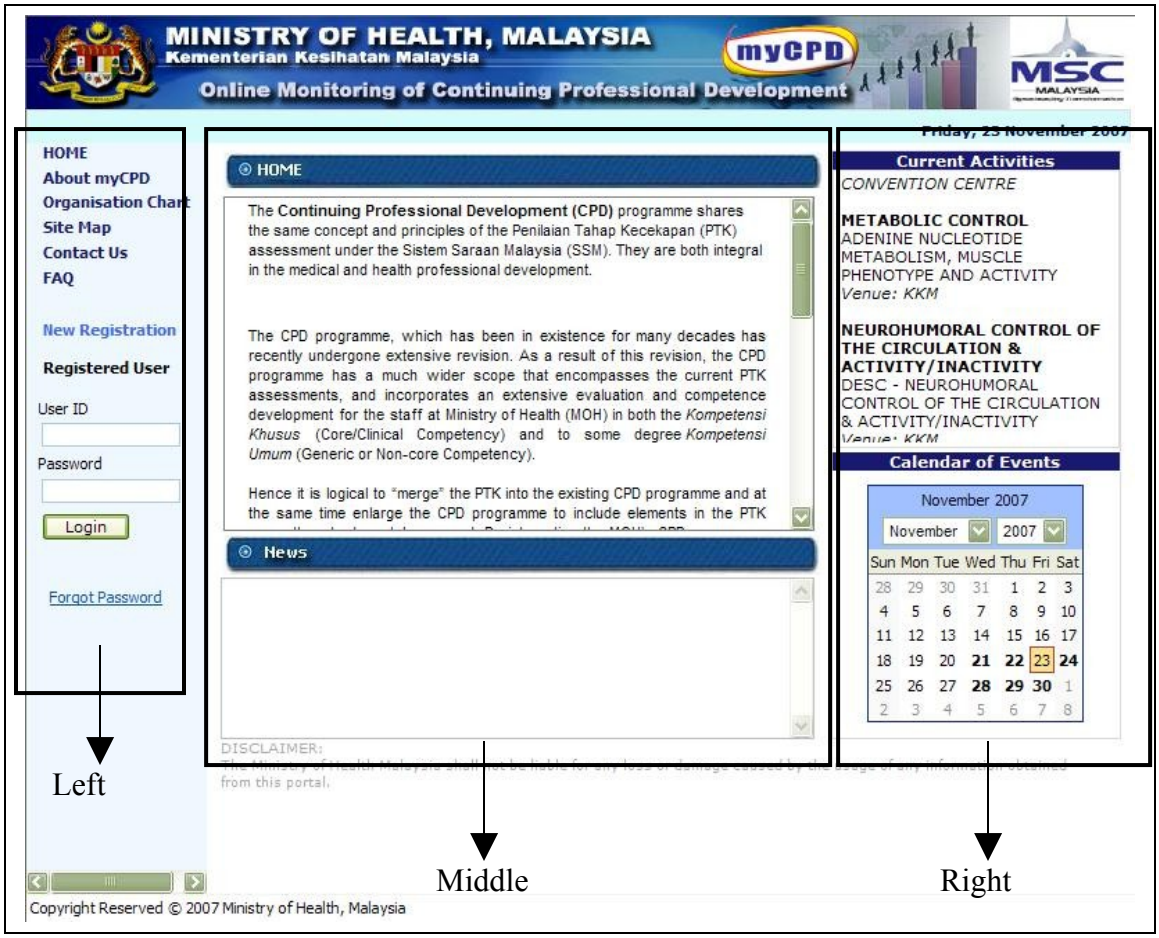
Steps:

To access the myCPD system, the user should follow the steps below:

Type http://moh.gov.my into the address bar of your browser (preferably Internet Explorer) and press the *Enter* key. The **MOH portal** screen displays. See Figure 1.1.

Figure 1.1: MOH Portal

Click on the *myCPD* link under *Perkhidmatan Online* navigation bar. The link will open **myCPD homepage** as displayed in Figure 1.2.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myCPD
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The Continuing Professional Development (CPD) programme shares the same concept and principles of the Penilaian Tahap Kecekapan (PTK) assessment under the Sistem Saraan Malaysia (SSM). They are both integral in the medical and health professional development.
The CPD programme, which has been in existence for many decades has recently undergone extensive revision. As a result of this revision, the CPD programme has a much wider scope that encompasses the current PTK assessments, and incorporates an extensive evaluation and competence development for the staff at Ministry of Health (MOH) in both the Kompetensi Khusus (Core/Clinical Competency) and to some degree Kompetensi Umum (Generic or Non-core Competency).
Hence it is logical to "merge" the PTK into the existing CPD programme and at the same time enlarge the CPD programme to include elements in the PTK
News
DISCLAIMER:
from this portal.
Current Activities
CONVENTION CENTRE
METABOLIC CONTROL
ADENINE NUCLEOTIDE METABOLISM, MUSCLE PHENOTYPE AND ACTIVITY
Venue: KKM
NEUROHUMORAL CONTROL OF THE CIRCULATION & ACTIVITY/INACTIVITY
DESC - NEUROHUMORAL CONTROL OF THE CIRCULATION & ACTIVITY/INACTIVITY
Calendar of Events
November 2007
Sun Mon Tue Wed Thu Fri Sat
Left
Middle
Right
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Figure 1.2: myCPD Homepage

You can see there are 3 sections in the Main Page.

Left:

This section is meant for the navigation using the menu on the top of the left section. To navigate using these menus you don't need to login to the system. The contents are all information purpose only. From any page by clicking the "Home" link from the menu you can return to this home page.

You can also login by keying in your user id and password or click on the "New Registration" link to register as new user.

Centre:

This is the content display page where in when you navigate through the left hand side men for each menu the appropriate content will be displayed.

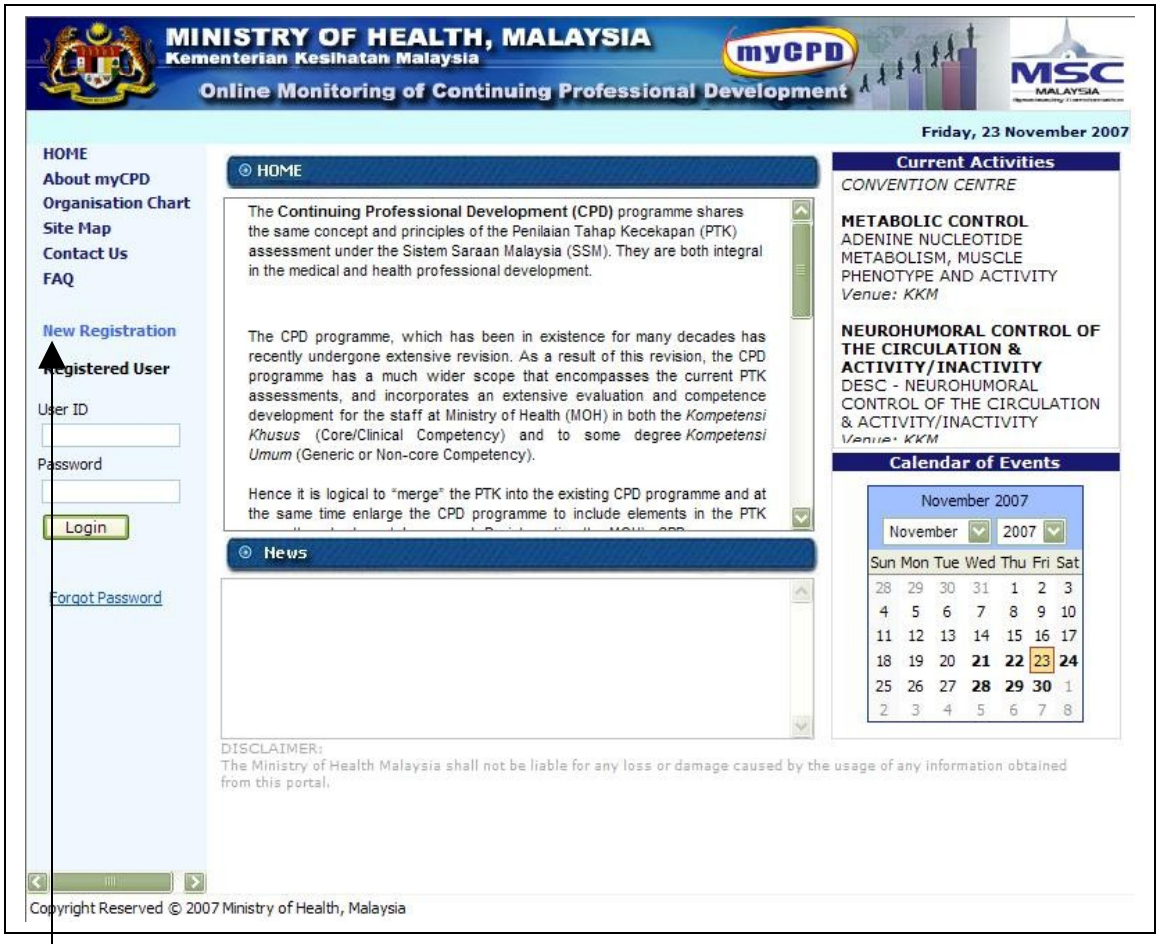
In the main page top of this section is the latest information about the MyCPD and the bottom section is to display the latest news.

In the News section you can click on any News article to view the full article.

Right:

This section is used to display the current activities what is happening in MyCPD and the "Calendar of Events" will display the calendar of the current month with the dates marked in bold to specify there is one or more events on that particular date.

If you are not a registered CPD user then you need to click on the Link "New Registration" as illustrated below;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myCPD
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November 2007
November 2007
Sun Mon Tue Wed Thu Fri Sat
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Figure 1.3: myCPD Homepage

Once you click the "New Registration" the system will navigate to the Registration Screen as shown in Fig. 1.4.

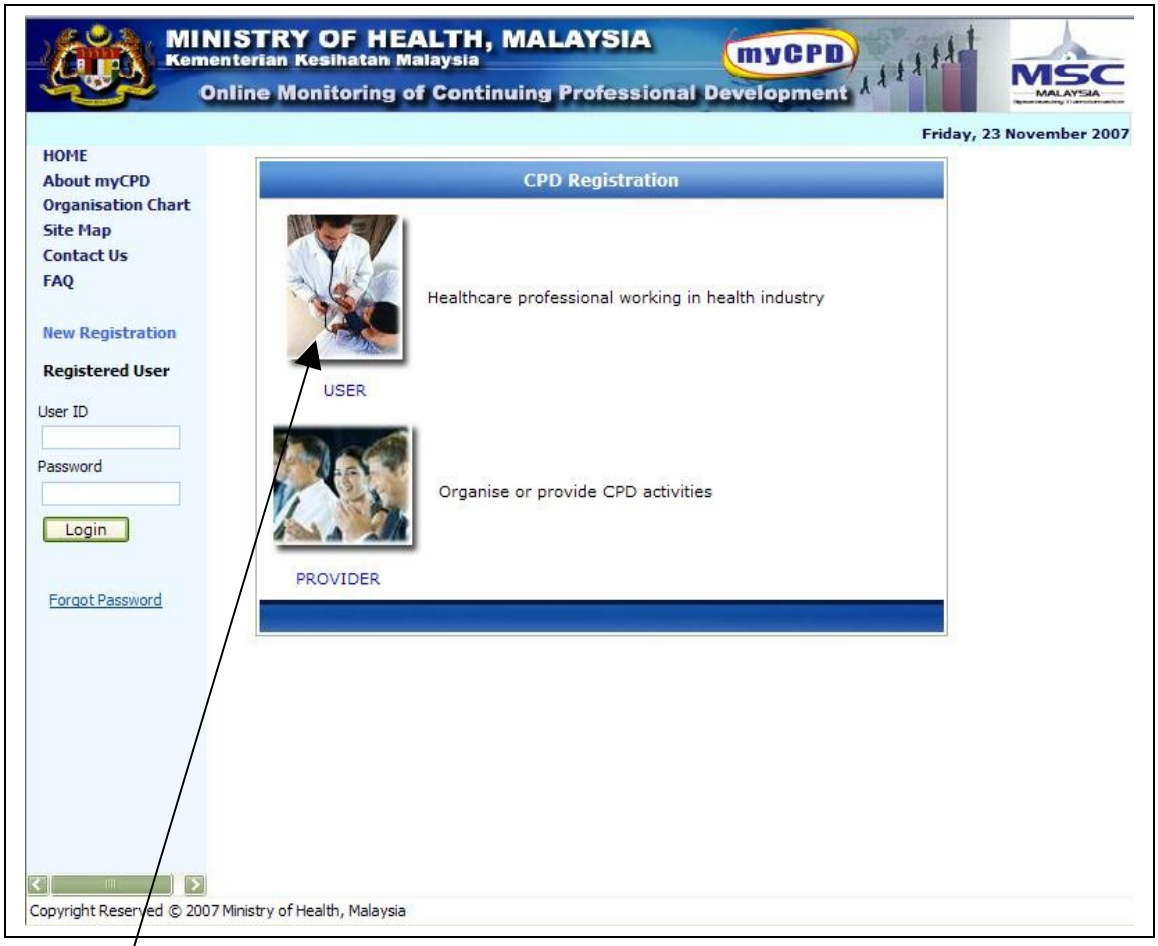


Figure 1.4: CPD Registration screen

To proceed with the new registration, click on the "User Icon" and the system will open the Registration Form.

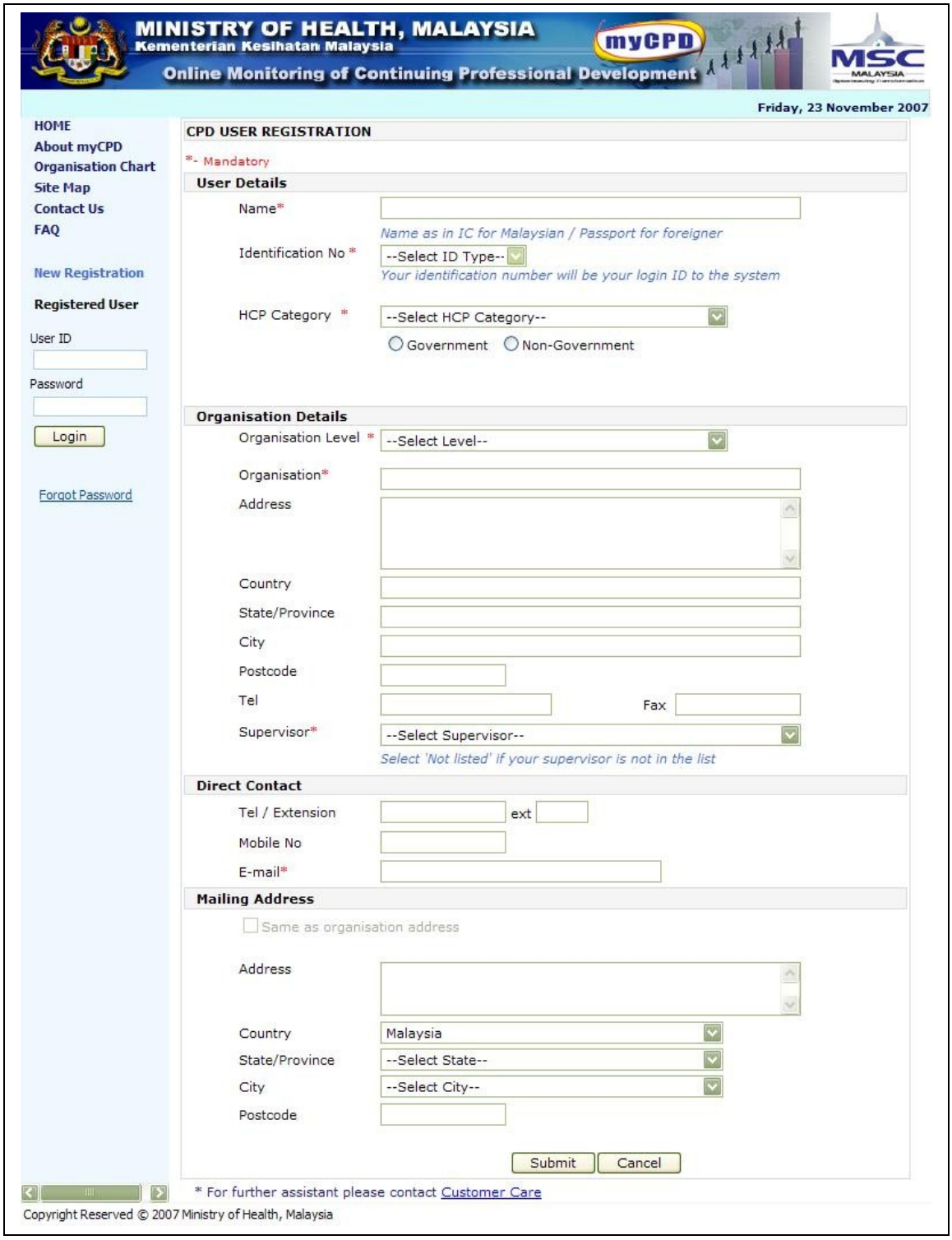


Figure 1.5: User Registration screen

The fields marked with "" are mandatory information and cannot be left blank.*

Name: Key in your name as specified in your IC / Passport / others. Name is not case sensitive and the system will automatically convert your name into capitals.

Identification Number: The system caters for various types of identification for eg. Malaysian I.C., Passport etc. You need to select your Identification Type from the *drop down list.*

Once you select your identification type, a *text box* will appear and key in your Identification Number in the *text box* based on the guidelines given below for each identification type.
Note: please remember that your identification number will be your login id.

I.C. No. (New)
Key in the number without a space or "-". This will accept only numeric values and only 12digits are accepted.

I.C. No. (Old)
This is an alpha numeric data but only alphabets and numbers are allowed. No special characters are allowed. This will accept a maximum of 7 characters only.

Passport No.
This is an alpha numeric data but only alphabets and numbers are allowed. No special characters are allowed.

Military

This is an alpha numeric data but only alphabets and numbers are allowed. No special characters are allowed.

Others

This is an alpha numeric data but only alphabets and numbers are allowed. No special characters are allowed.

HCP Category: This is to specify the user's Health Care Professional category which is specified by Ministry of Health.
Select the *HCP Category* from the dropdown list.

Another dropdown list will appear to select the Category Level, based on the selected HCP Category. If there is no Category Level attached with the selected HCP Category the dropdown list will not appear.

Category: Select the *Category Level* from the dropdown list.

Sector: Click at *"Government"* if you are serving in government sector else click at *"Non-Government"* if you are serving for private sector.

Grade of Post: This data field will appear only if you have selected "Government Sector".
Select "*Grade of Post"* from the dropdown list.

Salary Scale: This data field will appear only if you have selected "Government Sector".
Select "*Salary Scale"* from the dropdown list.

Note: *If you forget your salary scale, just select any scale. You can return to correct the salary scale later once you have successfully registered as user as explained in section 11.0*

Organization Level: Select *"Organization Level"* from the *Organization Level* dropdown list.

Note:
Please select "Private Sector" if you serving private sector.

For Government Sector – HQ Users;

- Select HQ if you are located at HQ level.
- Select your **Locality** from *Facilities* dropdown list. Once your locality is selected, the organization information will be automatically populated.

State Users;

- Select State if you are located at state level.
- Select your **State** in where you are located from the *State* dropdown list. Once the state is selected, the facilities dropdown list will appear.
- Select your **Locality** from Facilities dropdown list. Once your locality is selected, the information will be automatically populated.

Note: The Department dropdown list will appear based on the locality that you have selected.

- Select your **Department** from the *Department* dropdown list.

Note: If any Disciplines attached with the selected Department, then the Discipline dropdown list will appear for you to select.

- Select your **Discipline** from *Discipline* dropdown list.

Supervisor: Select your *Supervisor* from the dropdown list. The list of supervisors will appear according to the list available in the database.

Note: Supervisor is mandatory information. Should you encounter that your supervisor's name is not listed, please select "Not Listed".

Telephone No.: Key in your contact number and the extension number (if available).

Mobile No.: Key in your *Mobile Number.*

Email Address: Key in your email address.

Note: Email is mandatory information. Please give a valid email as the system will send an email notification to your email address with the user id and password to access the system.

Mailing Address:

If your mailing address is same as your organization address, click at the 'Same as organisation address' checkbox. The address will be populated automatically otherwise fill in the following information.

Key in the **Mailing Address**.
Select your **Country** from the dropdown list.
Select your **State** from the dropdown list.
Select your **City** from the dropdown list.
Key in your **Postcode**.

Click on the "*Submit"* button to save your information. If there are any errors the system will display the registration form again with the error messages. Correct errors and click on the "Submit" button again.

Once the information is successfully validated and stored, the system will display the following message;

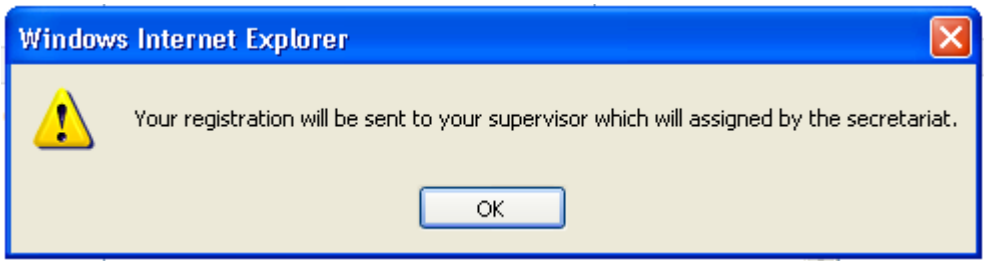

Windows Internet Explorer
Your registration will be sent to your supervisor which will assigned by the secretariat.
OK

Figure 1.6: Message box displays the user registration was successful.

Click on the "*OK"* button. The system will navigate to the **First Time Login** screen as displayed in Figure 2.1.

2.0 FIRST TIME LOGIN

Overview:

First Time Login screen allows you to create your own password along with security question and security answer.

The security question and security answer are key for you in the following scenario:

a) If you have forgotten your password.

b) To change your current password

Note:

The security question and security answer is case-sensitive and should not be forgotten. Your identification number is your User ID. The system will not allow you to change your User ID.

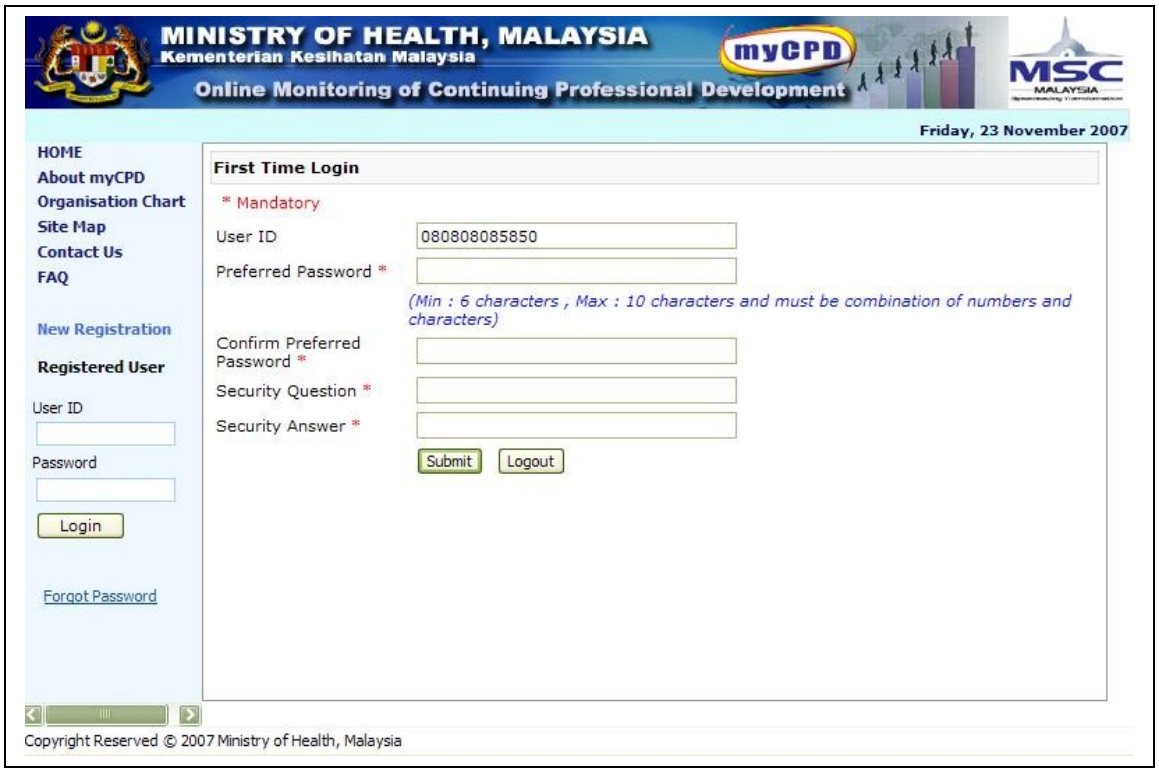


Figure 2.1: First Time Login screen

Steps:

1. Enter your **password** in the *Preferred Password text box*.

   Note: *Your password should be a minimum of 6 characters and maximum of 10 characters and must be combination of numbers and characters.*
2. Re-enter your **password** in the *Confirm Preferred Password text box*.
3. Enter a **question** in the *Security Question text box*.
4. Enter the **answer** in the *Security Answer text box*.
5. Click on the "*Submit"* button to save the information. The **User Dashboard** screen displays as shown in Figure 2.2.

   Note*: You are now logged into the system and able to perform any task as registered user.*

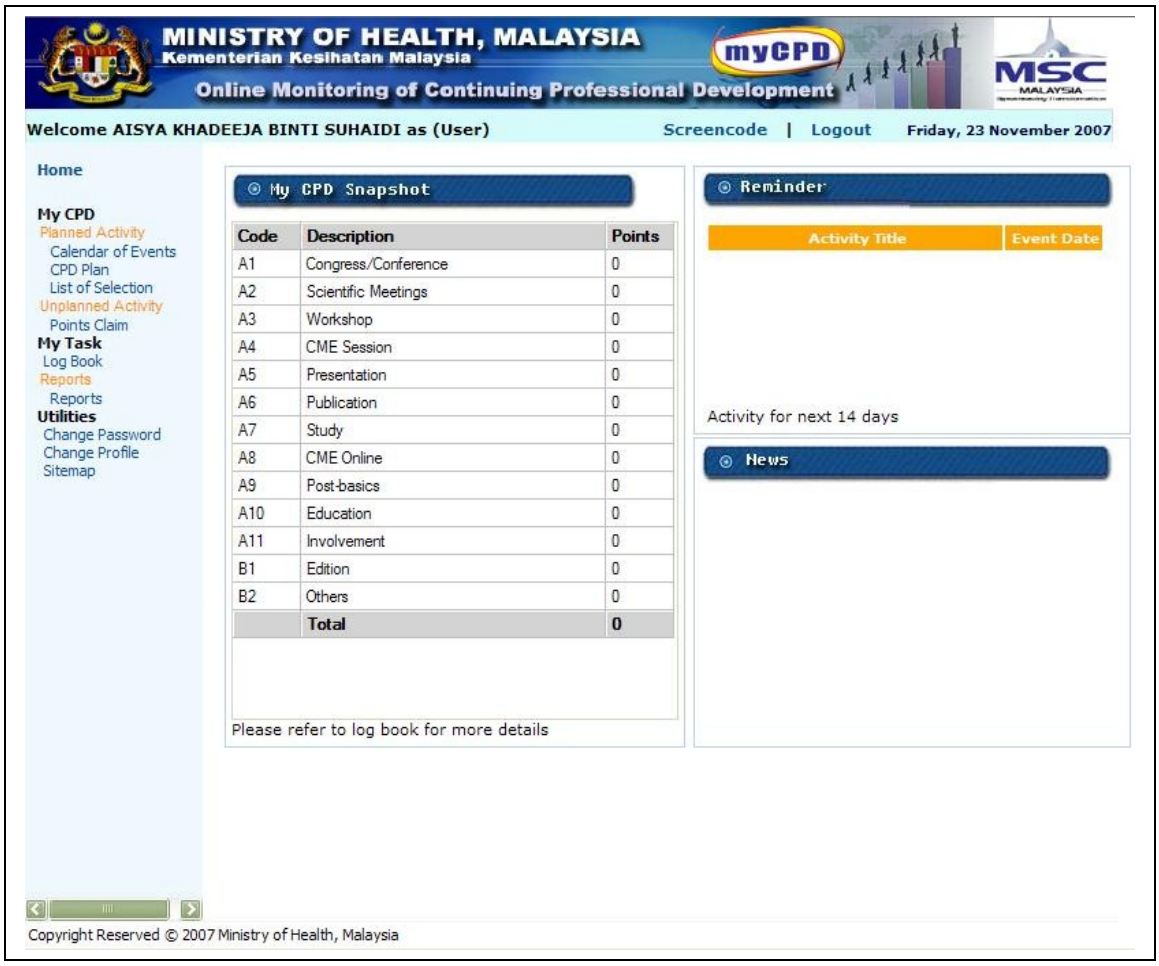
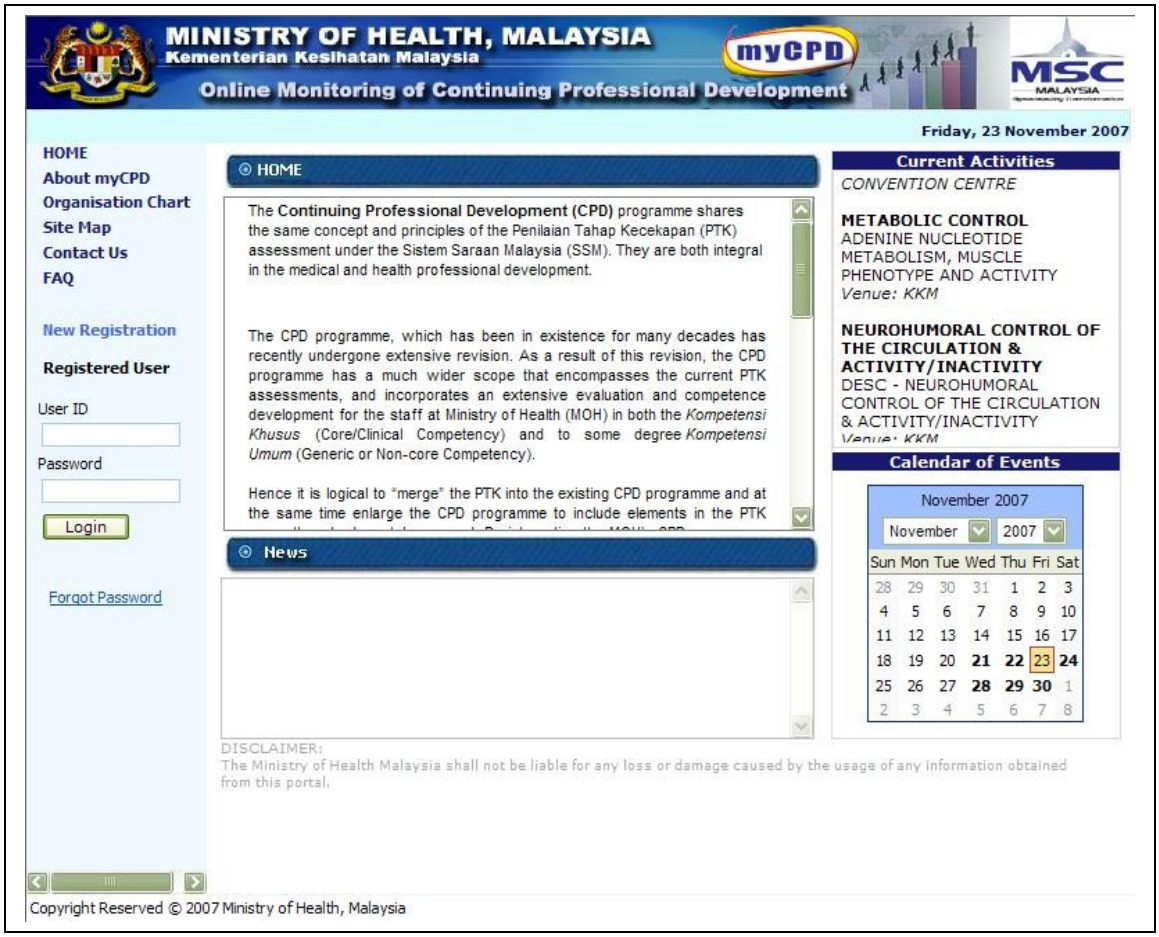


Figure 2.2: User Dashboard screen

3.0 LOGIN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DESC - NEUROHUMORAL CONTROL OF THE CIRCULATION & ACTIVITY/INACTIVITY
Calendar of Events
November 2007
November 2007
Sun Mon Tue Wed Thu Fri Sat
28 29 30 31 1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 1
2 3 4 5 6 7 8
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Figure 3.1: myCPD Login screen

Steps:

1. Enter http://moh.gov.my into the address bar of your browser (preferably Internet Explorer) and press the **Enter** key. The **MOH portal** page displays.
2. Click on the *myCPD* link under *Perkhidmatan Online* navigation bar. The **myCPD Login** screen displays. See Figure 3.1.
3. Enter your **User ID** in the *User ID* field.
   Note: Your identification number is your User ID.
4. Enter your **password** in the *Password* field.

5. Click on the *Login* button. Your dashboard screen displays with your name as (User).See Figure 3.2.

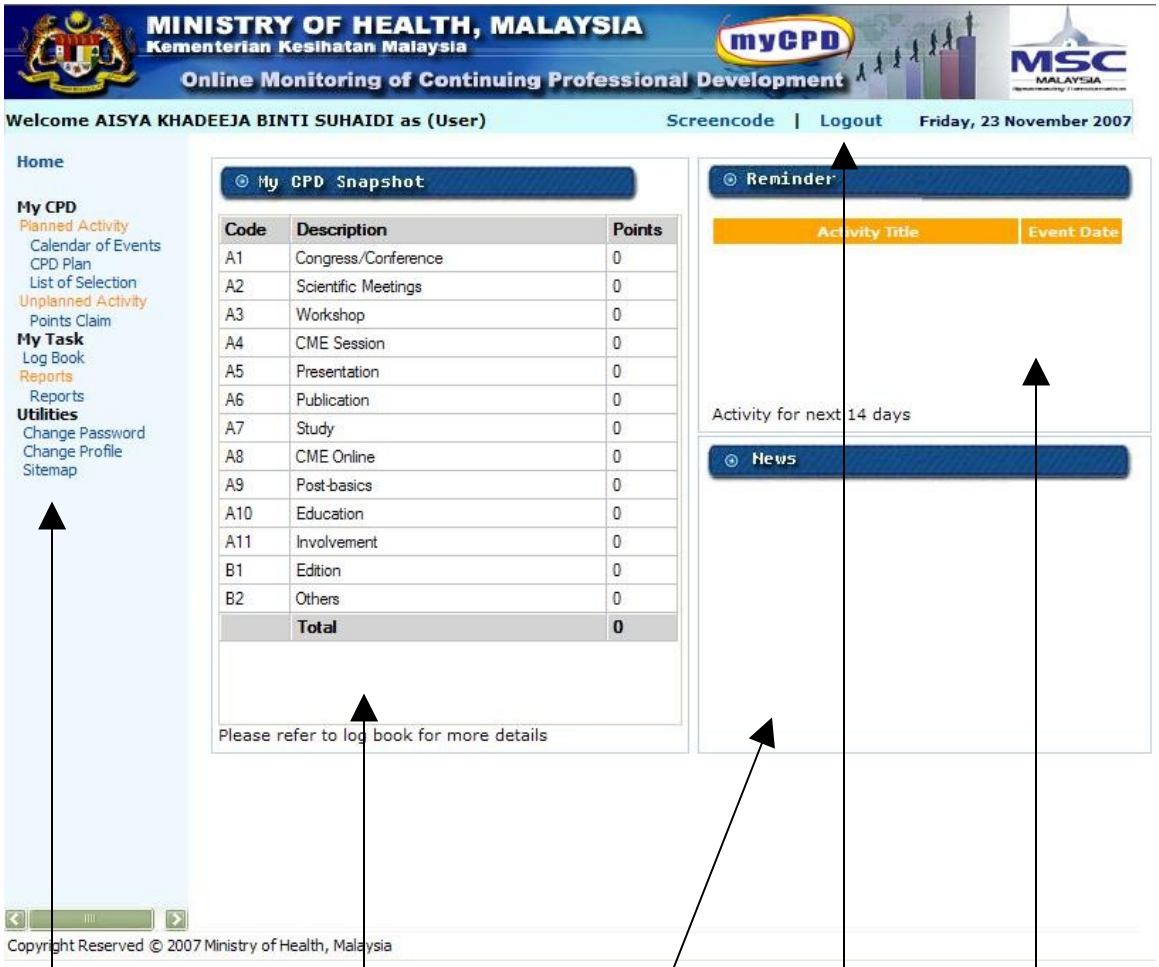

Figure 3.2: User Dashboard

MyCPD Snapshot: Shows the summary CPD Log Book. Displays the total of actual points that you have collected.

Logout: Logout link

Reminder: Activity from your CPD Plan will be displayed if the activity will be held 14 days from the day you have logged into the system. Serves as a reminder.

Menu Navigation Bar: Shows the menus available for user.

News: Displays the news bulletin published by the MOH.

4.0 CALENDAR OF EVENTS

Overview:

Calendar of Events allows you to view the events that have been submitted by the registered providers. The events are specific to the HCP Category, discipline and location.

You can view the events in two different views as explained below:

a) Calendar View
   - The events will be displayed in calendar form

b) List View
   - The events will be displayed in a list.

You also have the option to view the events by:

a) Daily
b) Weekly
c) Monthly
d) Yearly

Search can be done based on:

a) CPD Category
b) Provider
c) Status (Active / Cancelled by provider / Closed)
d) Topic

You can also add any activities of your interest into your CPD plan.

To access the Calendar of Events screen, click on the *Calendar of Events* link on the left side navigation bar.

4.1 VIEW CALENDAR OF EVENTS

Steps:

1. Log in as User (Refer to section 3.0 Login)
2. Click on the *Calendar of Events* link. The **Calendar of Events** screen displays. See Figure 4.1.1

   Note: By default, Calendar View will be displayed and it will display the events held for the current month.

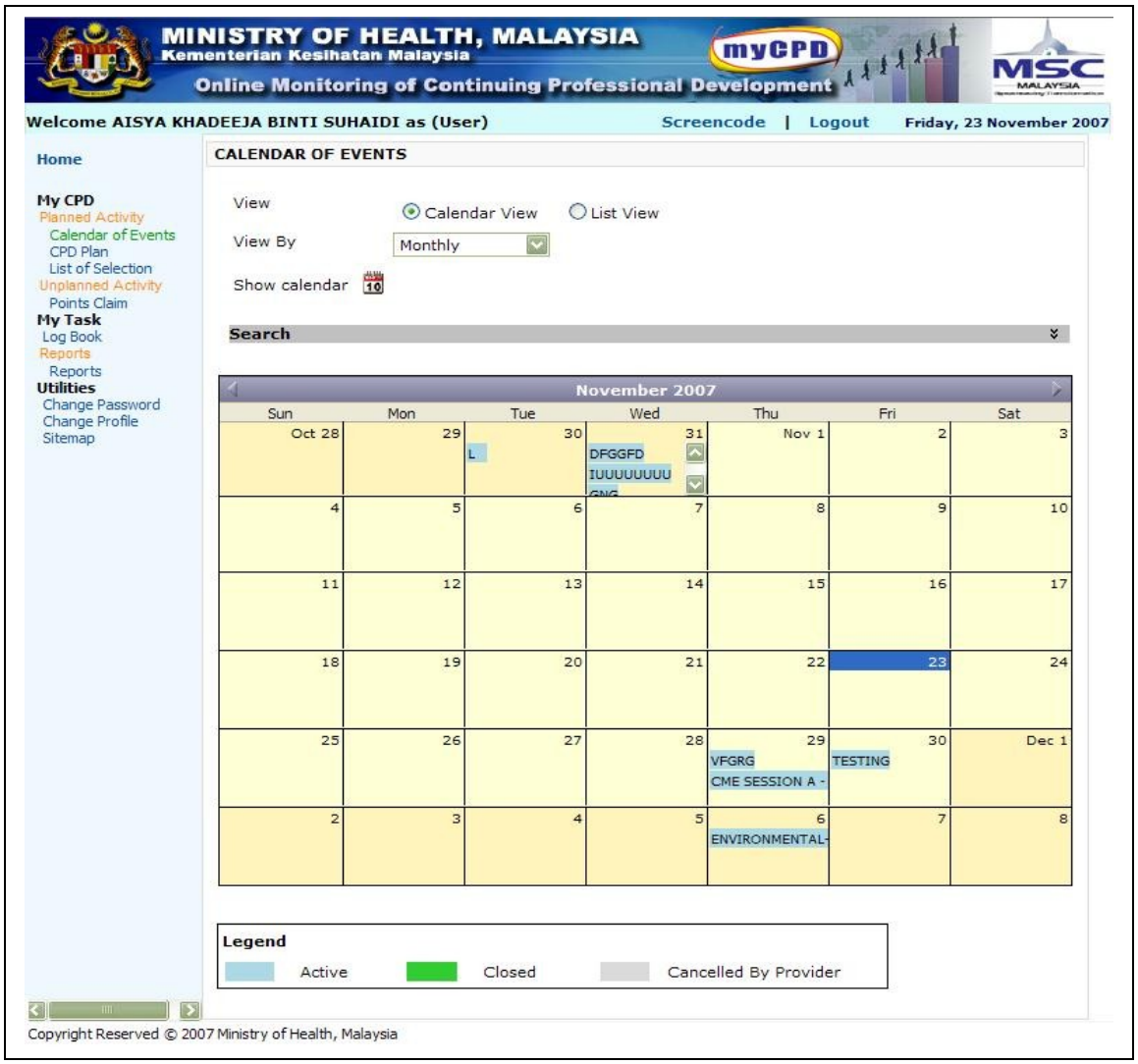

Figure 4.1.1: Calendar of Events – Calendar View (View by Monthly Mode)

3. If you wish to view the events in list, click on the List View radio button and vice versa for Calendar View. The Calendar of Events by List View screen displays. See Figure 4.1.2

Figure 4.1.2: Calendar of Events – List View

4. **Optional:** Select item of your choice (Daily/Weekly/Monthly/Yearly) from View By dropdown list. The events will be displayed based on the selection made.
5. To view the details of any activity, click at the *Topic*. The activity details screen displays in a new window. See Figure 4.1.4.

   Note: The same applies for both the calendar view and list view.

In Calendar View, if you are in Monthly mode, once you clicked at the topic, it will automatically change the mode to Daily. See Figure 4.1.3. To view the details, please click again at the Topic. In Figure 4.1.3, the topic is Environmental Gene Interaction.

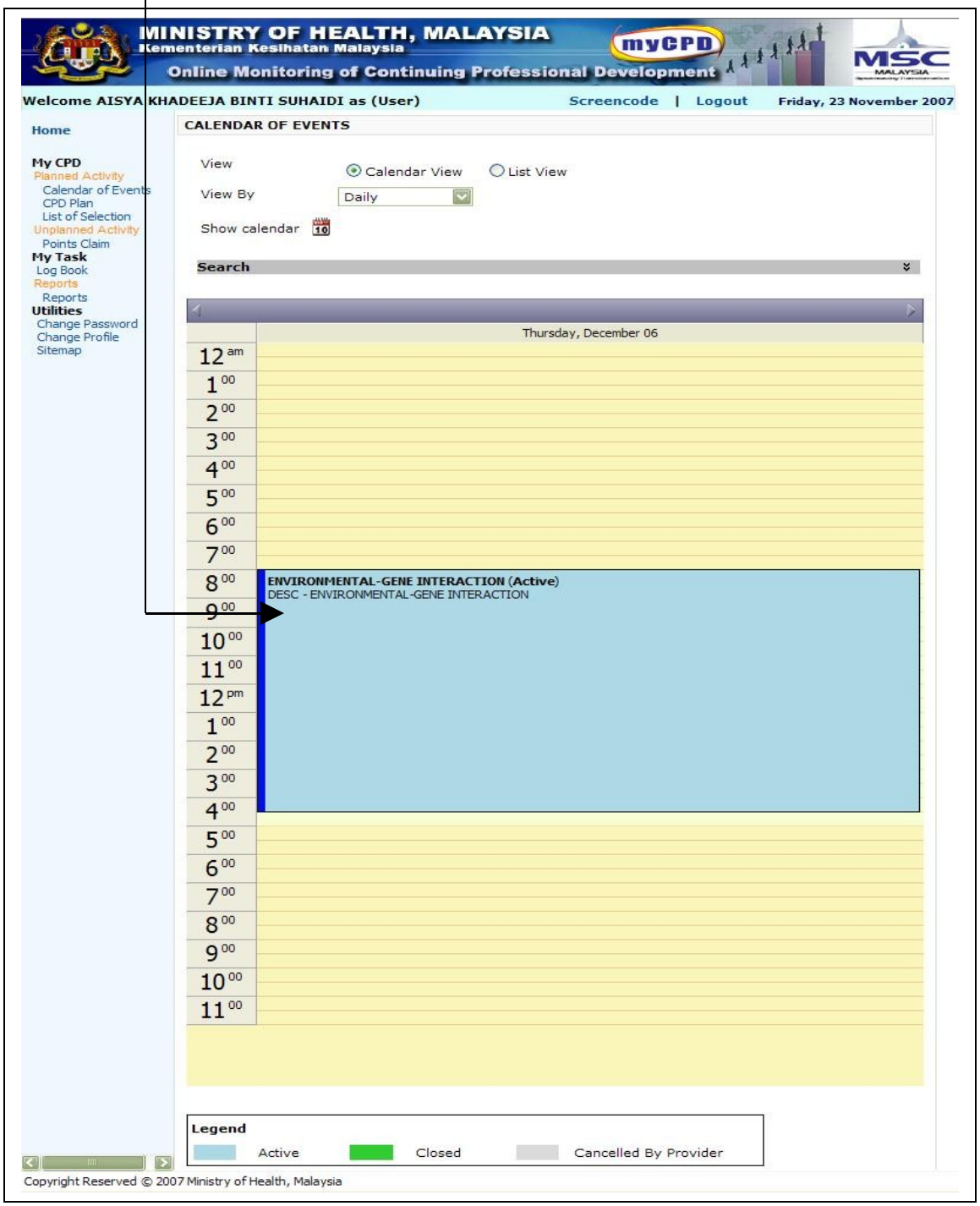

Figure 4.1.3: Calendar of Events – Calendar View (View by Daily Mode)

Figure 4.1.4: Activity Details screen opens in new window.

4.2 SELECTING EVENTS

1. Repeat the steps in section 4.1- View Calendar of Events.
2. Click on the *Add to My Selection* button at the bottom of the Activity Details screen. A message box appears as shown in Figure 4.2.1 will be displayed to confirm your action.

Figure 4.2.1: Confirmation message box

3. Click on the *OK* button. A message box appears as shown in Figure 4.2.2.

Figure 4.2.2: Message box displaying the activity has successfully been selected

4. Click *OK* button to close the window.

Note:

Remember that, you are only allowed to select activity that will be held in future. The selected activity or topic will be listed in the "List of Selection" section.

Situation	Message
Selected activity that has past the current date / has taken place already.	*This event is outdated event. Please choose another activity!"*
Selected an activity that has been added already in the List Of Selection / CPD Plan	*This activity has been selected!*

5.0 LIST OF SELECTION

Overview:

List of Selection allows you to perform two tasks, which are:

a) You are allowed either to confirm or delete the activities that you have selected through Calendar of Events.

b) You are able to view the approval status of each activities that you have requested to participate

List of Selection has two sections, which are:

a) My Selection

-You can view all the activities that have been selected from calendar of events which are pending for confirmation. Here, you can either to confirm or delete the activities you have selected. Once you have confirmed an activity, it will be displayed in My Submission section.

b) My Submission

-You can view the approval status of each activity that you have requested to participate. If the activity is approved, then you will be able to see the activity in you CPD Plan.

To access the List of Selection screen, click on the *List of Selection* link on the left side of navigation bar.

5.1 CONFIRM/DELETE SELECTED EVENT(S)

Steps:

1. Log in as User (Refer to section 3.0 Login).
2. Click on the *List of Selection* link. The **My Selection** screen displays. See Figure 5.1

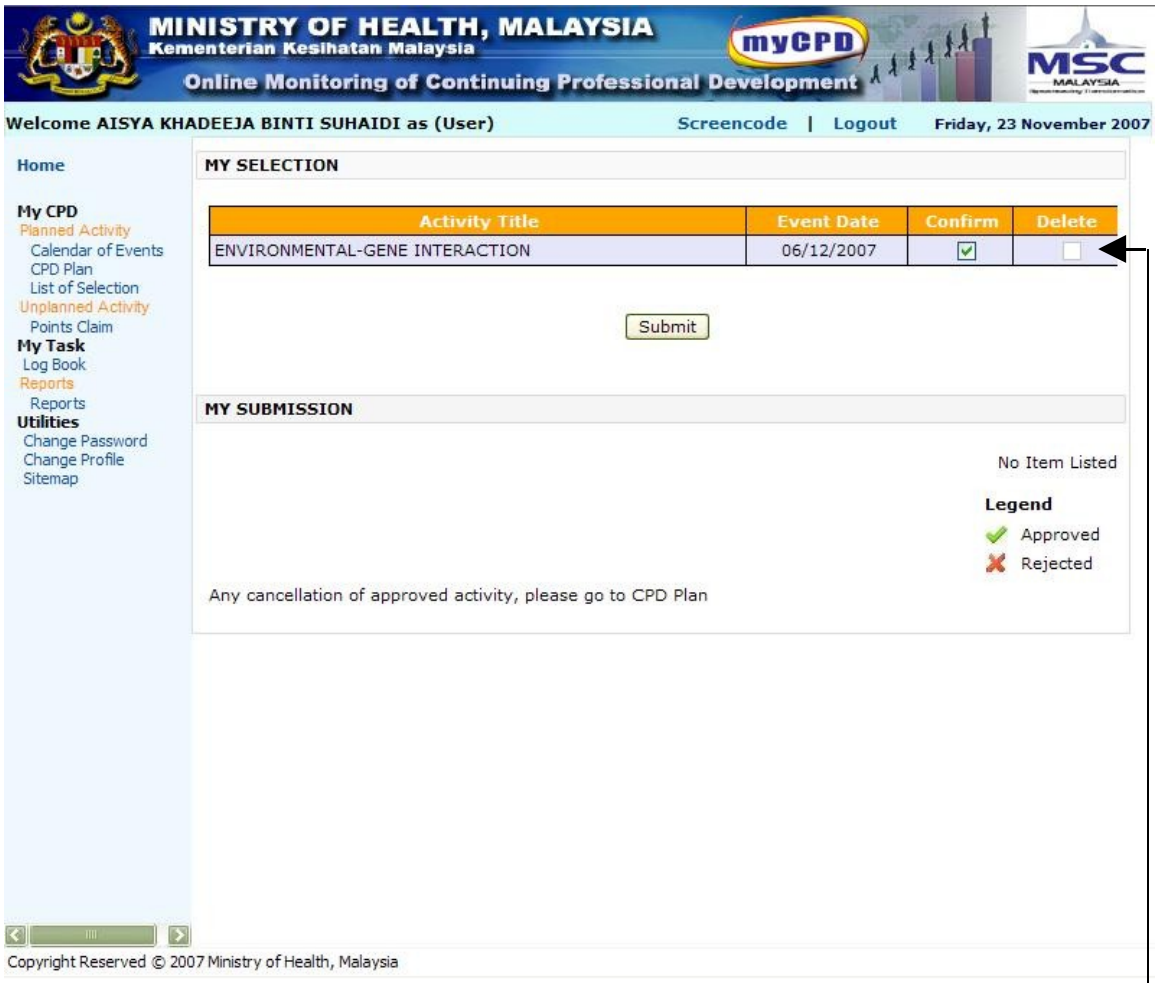

Figure 5.1: List of Selection screen

3. Click in the *Confirm* checkbox if you wish to confirm the activity. If you wish to remove the selected activity, click in the *Delete* checkbox.
4. Click at the *Submit* button. A message box displays as shown in Figure 5.2 will be displayed to confirm your action.

Figure 5.2: Confirmation message box

5. Click on the *OK* button. The confirmed activity will be listed under My Submission section and *"Activity us successfully submitted"* message is displayed. See Figure 5.3

Note: When the activity in My Selection is successfully submitted, it will be recorded in the system to be reviewed by supervisor.

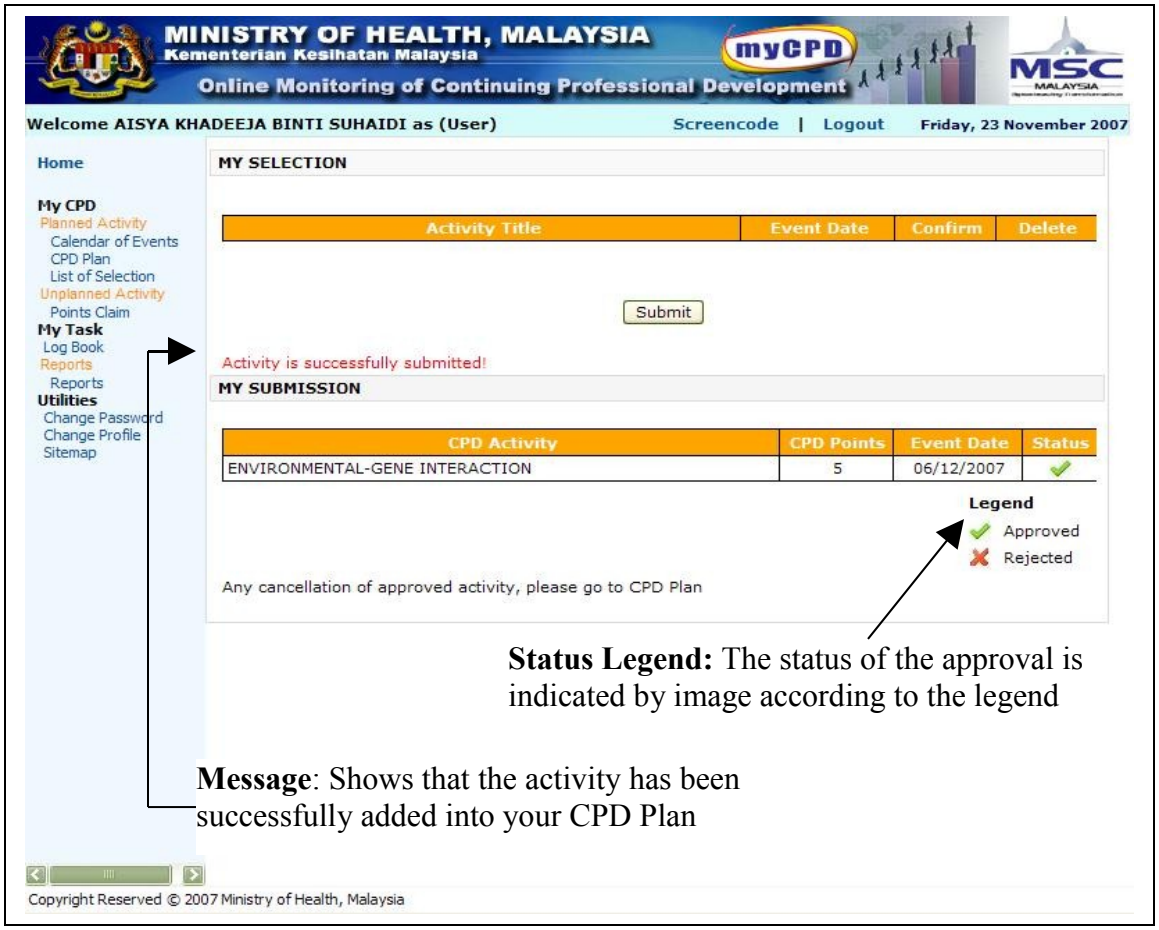

Figure 5.3: My Submission

6.0 CPD PLAN

Overview

CPD plan allows you to view all the activities:

a) You have confirmed to participate from Calendar of Events (refer to 5.0 List of Selection), and

b) Activities that you have claimed the points from Points Claim (refer to 7.0 Points Claim).

CPD Plan also allows:

a) To cancel the activity that you confirmed to participate.

b) To re-apply the activity that you have canceled before as long as it does not conflict with other activities.

You can view the activities in two different views as explained below:

c) Calendar View

- The events will be displayed in calendar form

d) List View

- The events will be displayed in a list.

By default, the CPD Plan will be displayed in List View.

To access CPD Plan screen, click on the *CPD Plan* link on the left side of navigation bar.

6.1 VIEW CPD PLAN

Steps:

1. Log in as User (Refer to section 3.0 Login).
2. Click on the *CPD Plan* link. The **CPD Plan screen** displays. See Figure 6.1.1.

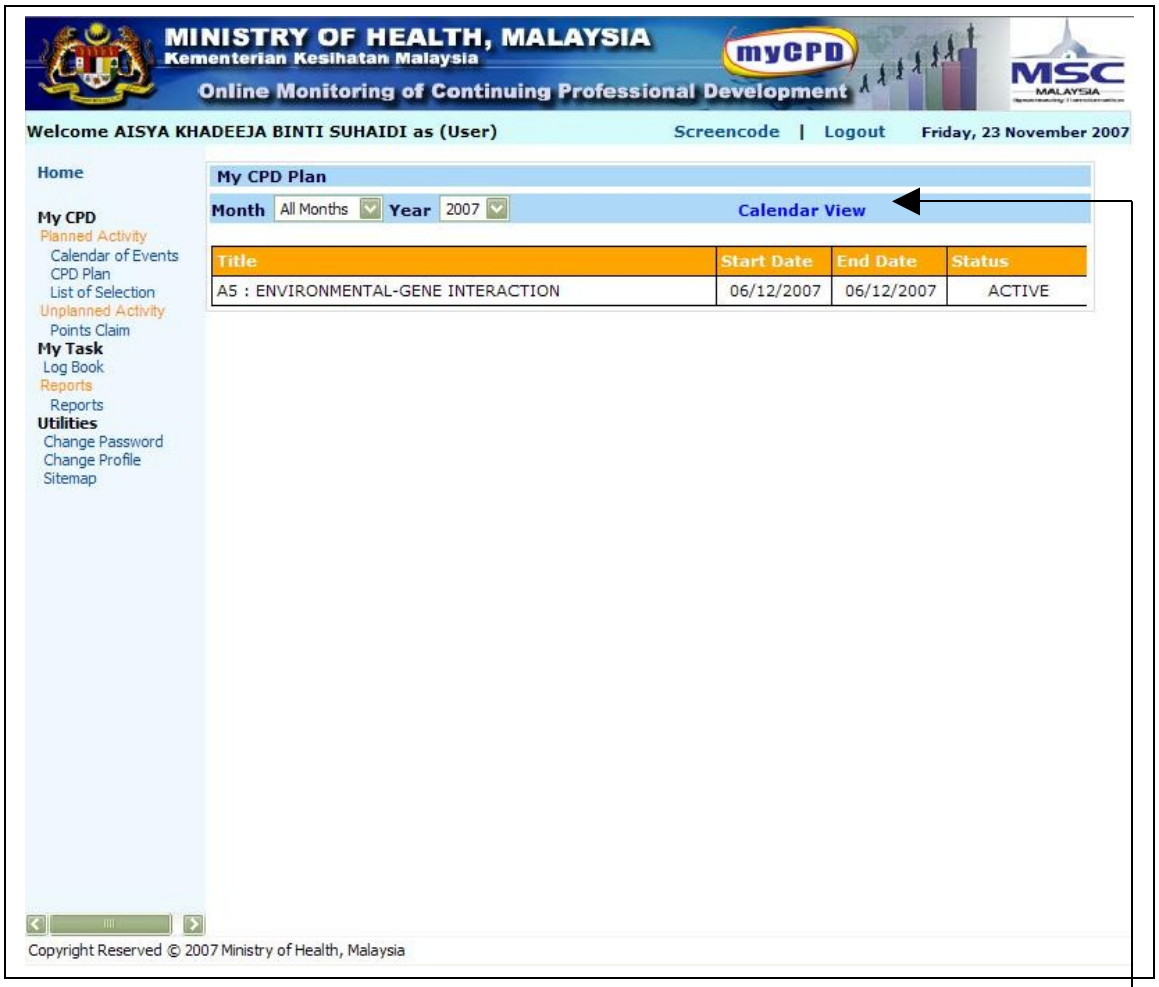

Figure 6.1.1: CPD Plan Screen – List View

Click here to view the CPD Plan by Calendar View

3. You have the 2 choices to view of your CPD Plan :

   a) By Month

   - To view all the activities planned throughout the year, select **All Months** from the *Month* dropdown list.

   - To view all the activities planned for a particular month, select the month of your choice from the *Month* dropdown list.

   b) By Year

   - To view all the activities planned for a particular year, select the year of your choice from the *Year* dropdown list.

4. You also have the option to view your CPD Plan in *Calendar View* and *List View*.
5. To view the CPD Plan in calendar view, click *Calendar View* link. The CPD Plan in calendar view screen displays. See Figure 6.1.2

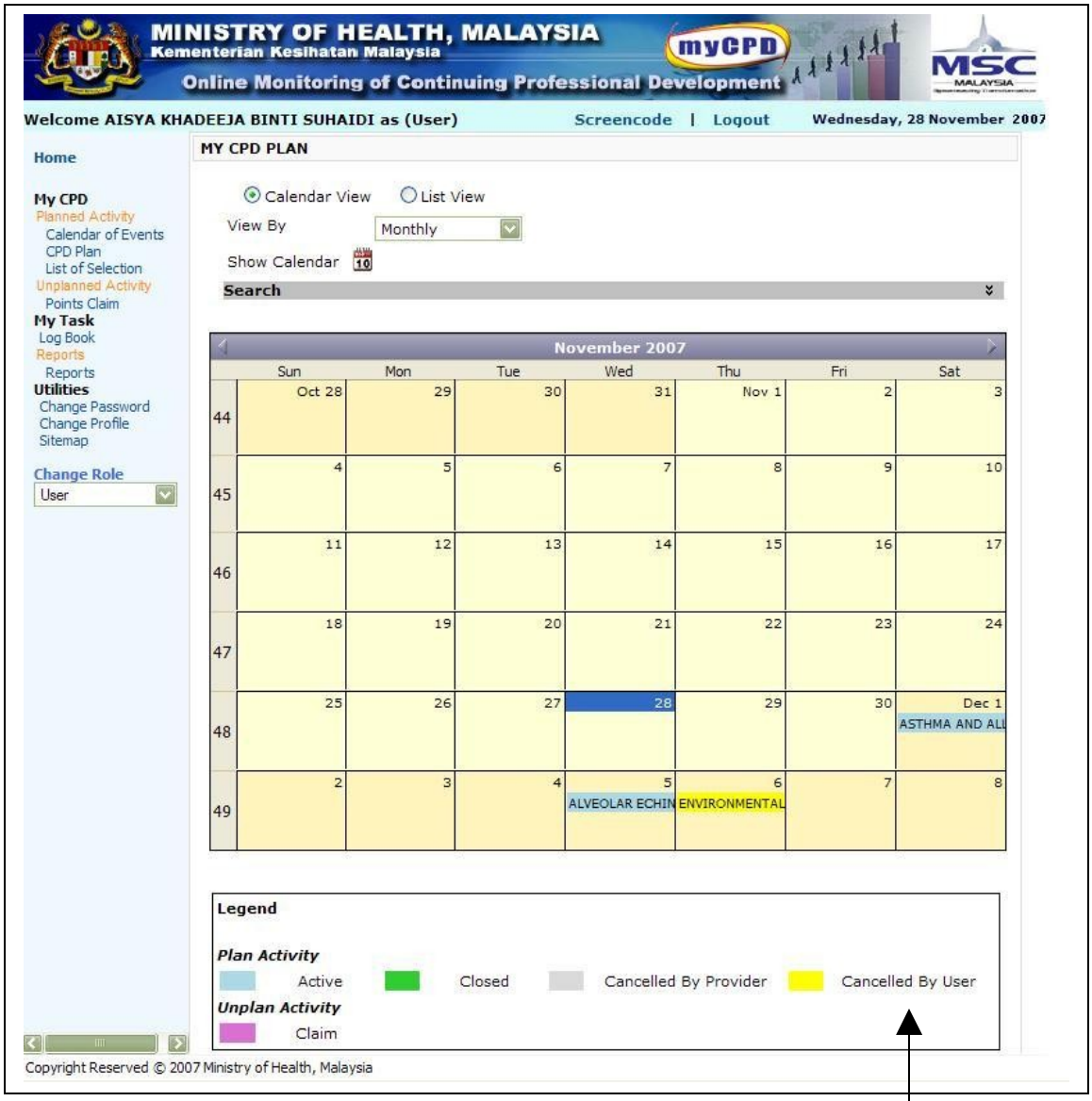

Figure 6.1.2: CPD Plan Screen – Calendar View

Status Legend: The status of the activity is indicated by colours according to the legend

6. To view the CPD Plan in list view, click at the *List View* link. The CPD Plan in list view screen appears. See Figure 6.1.3.

Figure 6.1.3 CPD Plan Screen – List View

Click here to expand the Search Panel.

Note:

To view the details of the activity, click on the topic of any Topic. (Follow the same steps as in Calendar of Events section).

6.2 CANCEL ACTIVITY (PLANNED ACTIVITY)

Steps:

1. Log in as User (Refer to section 3.0 Login).
2. Click on the *CPD Plan* link. The **CPD Plan screen** displays. See Figure 6.2.1.

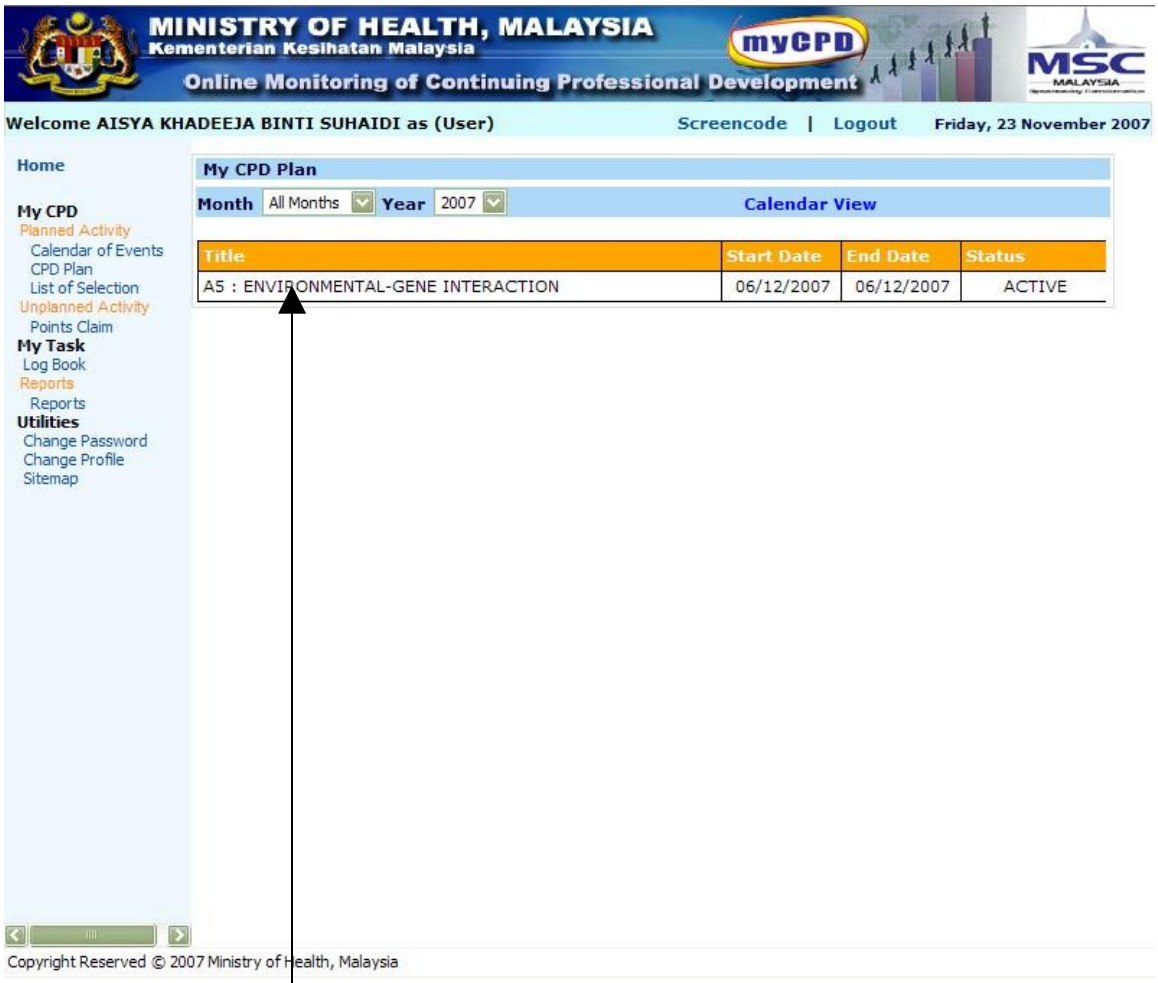

Figure 6.2.1: CPD Plan Screen

3. Click at the activity that you wish to cancel. The Activity Details screen opens in a new window. See Figure 6.2.2.

   Note: Make sure that you selected the activity that you choose from Calendar of Events. Type is “PLANNED”.

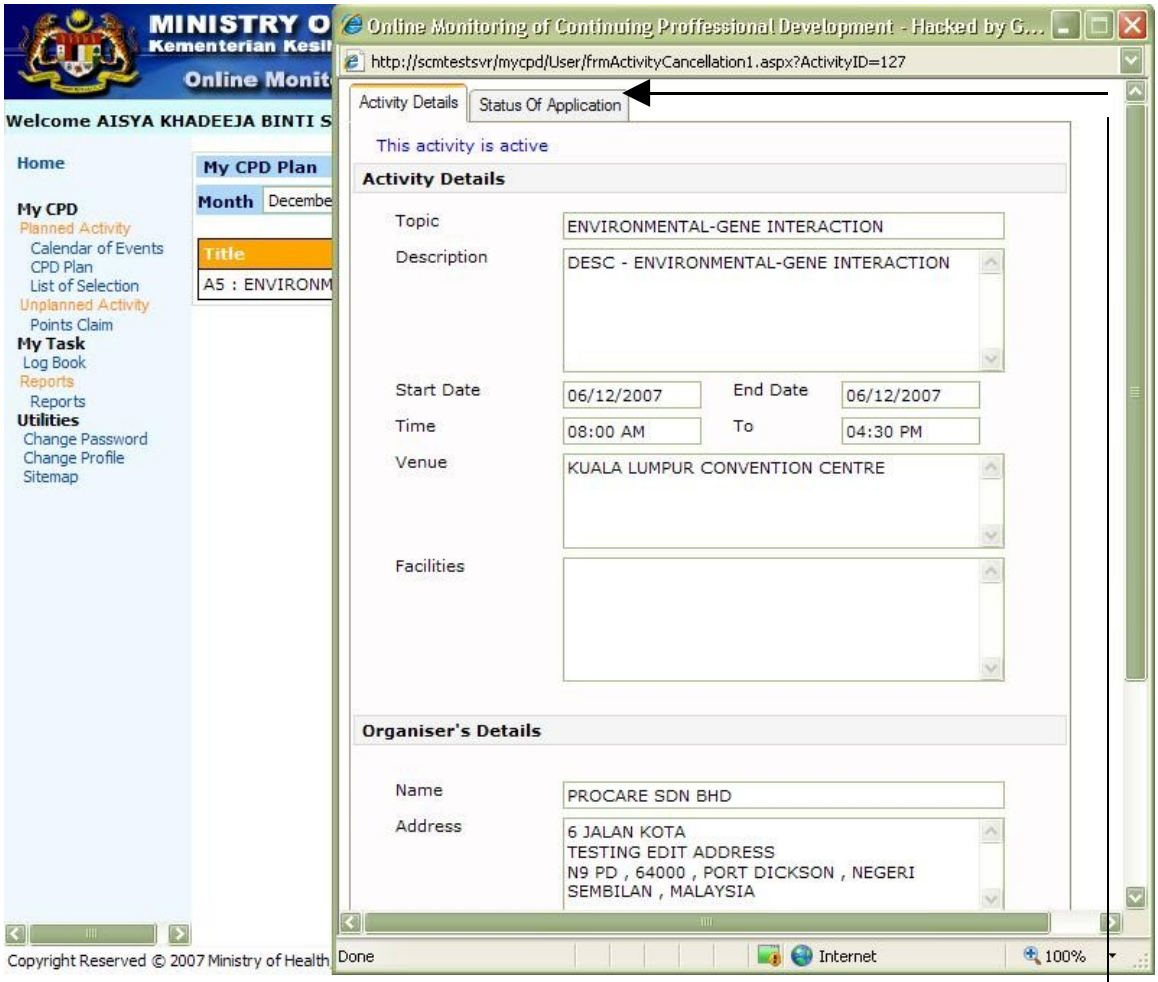

Figure 6.2.2: Activity Details screen opens in a new window

4. Click on the *Status of Application* tab. The Status of Application screen displays. See Figure 6.2.3.

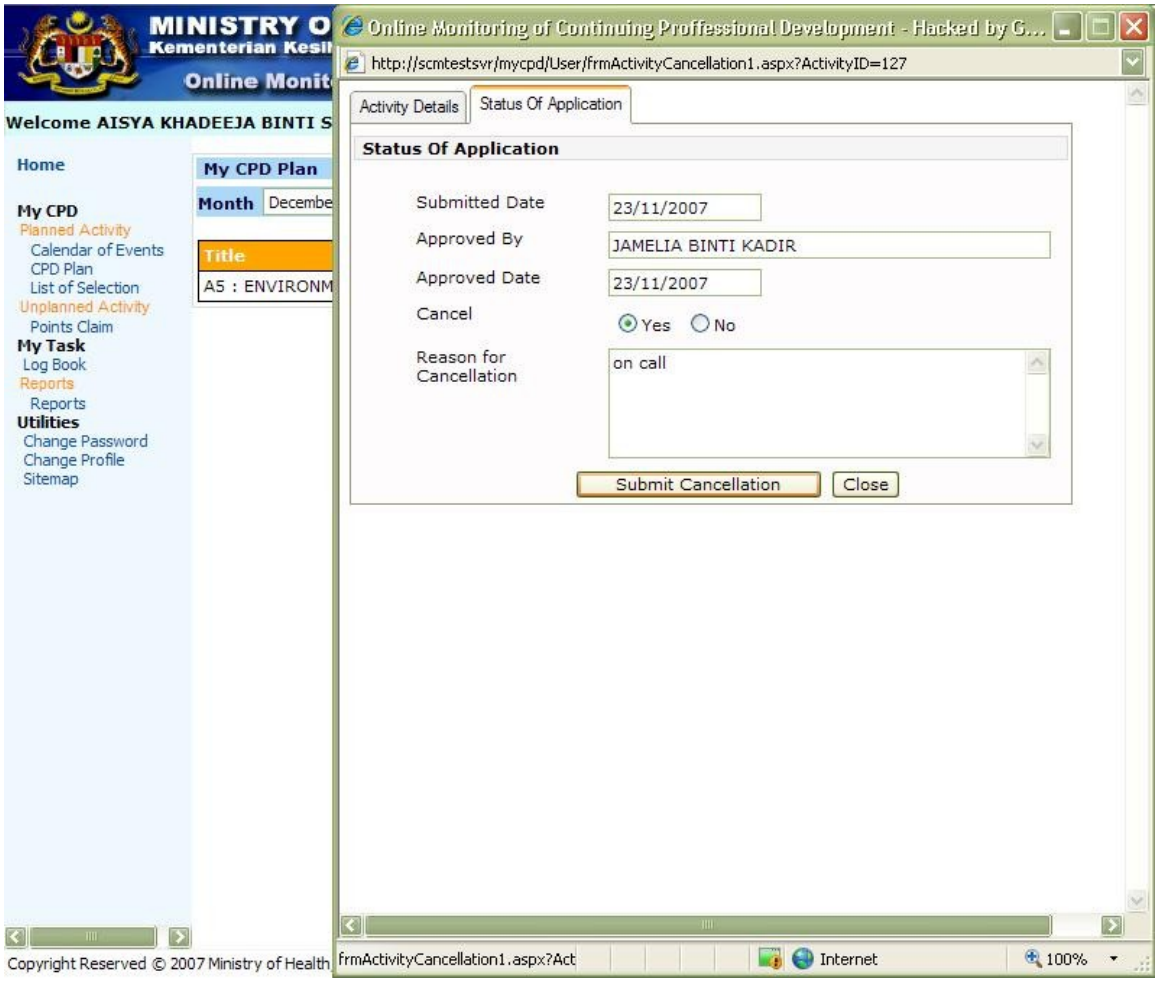

Figure 6.2.3 Activity Details screen –Status of Application tab

5. Enter your **reason of cancellation** in the *Reason for Cancellation* field.
   Note: Reason for Cancellation field is mandatory
6. Click on the *Submit Cancellation* button. A message box as shown in Figure 6.2.4 will be displayed to confirm your action.

Figure 6.2.4: Confirmation Message box

7. Click on the *OK* button. A message box as shown in Figure 6.2.5 displays.

Figure 6.2.5: Message box displays activity has been cancelled successfully.

8. Click on the *OK* button to close the window.

Note:

You can re-apply the activity that you have cancelled before. You can follow the same step as explained above.

The only difference is that you will see “Re-apply” button instead of “Submit Cancellation” button. Simply click at the “Re-apply” button to re-apply the activity.

7.0 CLAIMING CPD POINTS

Overview

Points Claims allows you to claim the points for activities that:

a) Activity that has been attended but was not published in the system(Calendar of Events)

b) Activity that has been published in the system, but you did not apply to participate in the activity.

To access Points Claim screen, click on the *Points Claims* link on the left side of navigation bar.

Steps:

1. Log in as User (Refer to section 3.0 Login)
2. Click on the *Points Claim* link. The **Points Claim screen** displays. See Figure 7.1.

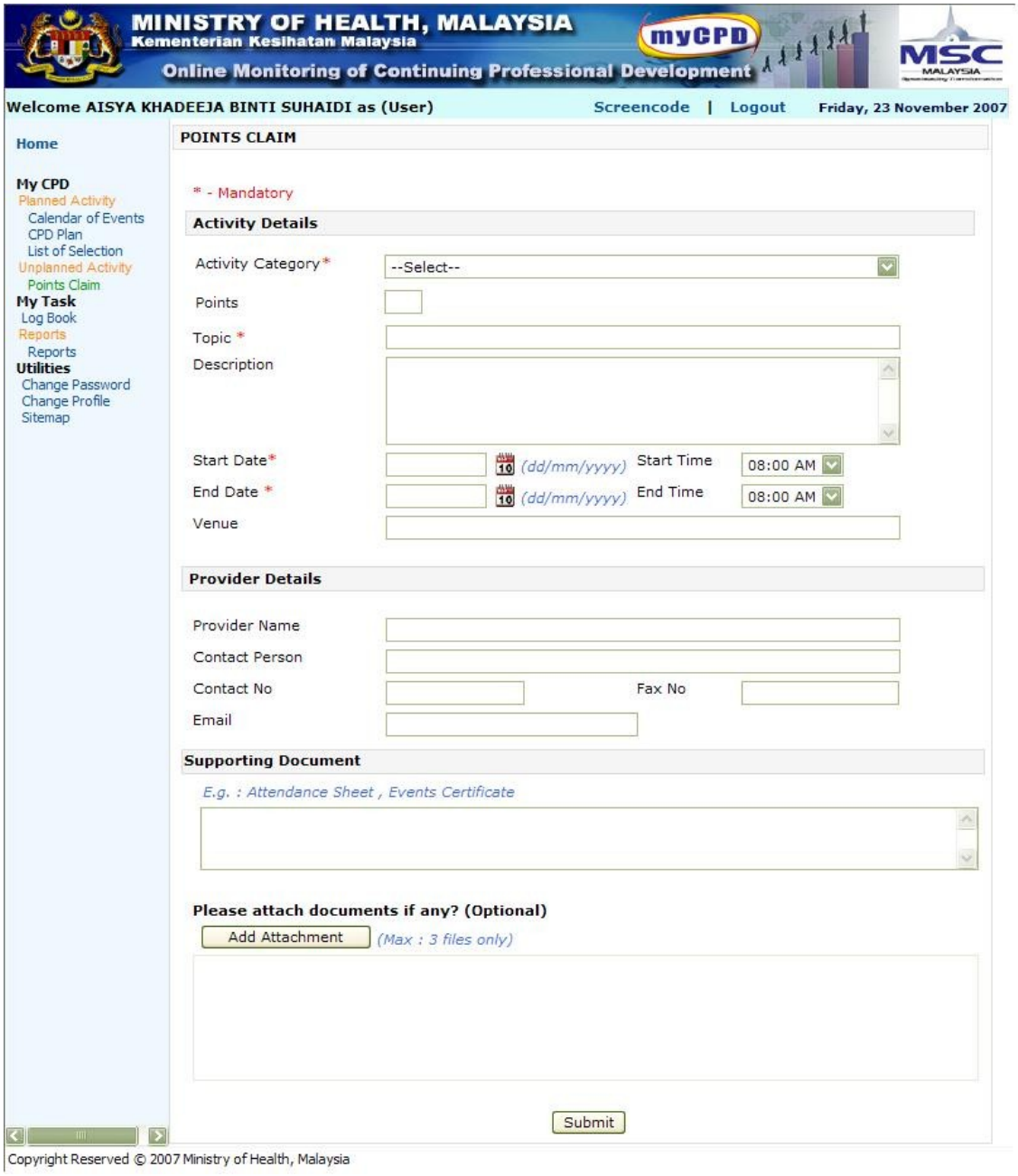

Figure 7.1: Points Claim Screen

3. Select **CPD Category** from the *Activity Category* dropdown list.
   Note: Some of the CPD Category has Sub CPD Category. Skip Step 4 if it is not relevant.
4. Select the **Sub CPD Category** from the dropdown list.
   Note: The points will be automatically populated based on the CPD category that you have selected.
5. Enter the **topic** in the *Topic* field.
6. Enter **description** in the *Description* field.
7. Click at the icon to select a **Start Date** and **End Date**.
8. Select the **Time** from the *Time* dropdown list.

Optional (Step 9- 16 is optional)

9. Enter the **venue** in the *Venue* field.
10. Enter **Provider's name** in the *Provider Name* field.
11. Enter **Contact Person's** name in the *Contact Person* field.
12. Enter **Contact Number** in the *Contact No* field.
13. Enter **Fax Number** in the *Fax No* field.
14. Enter **Email address** in the *Email* field.
15. Enter any **Supporting Document** that you have in the *Supporting Document* field.
16. You can also attach the document(s) if you have the softcopy of the supporting document(s) by clicking at *Add Attachment* button
17. Click at the *Submit* button. A message box as shown in Figure 7.2 will be displayed.

Figure 7.2: Message box displays the claim was successful.

18. Click on the *OK* button.

19. Click on the *OK* button if you want to submit new points claim, or click at *Cancel* button to return to dashboard,

Note:

All the approved Points Claims will be displayed in your CPD Plan. You are not allowed to do any changes on the Points Claims if you have wrongly made a mistake. In order for you to alter the mistakes, you are required to delete the point's claim that you have mistakenly created (refer to 8.0 Delete Claimed CPD Points) and create a new point's claim again with valid information.

8.0 DELETE CLAIMED CPD POINTS

Steps:

1. Log in as User (Refer to section 3.0 Login).
2. Click on the *CPD Plan* link. The **CPD Plan screen** displays. See Figure 8.1

Figure 8.1: CPD Plan Screen

3. Click on the activity to be deleted. A new window with CPD Claim Information's screen will be displayed. See Figure 8.2

   Note: Make sure that you select the activity that you have claimed the points.

   You can differentiate the activities in your CPD Plan based on the Type.

   If Type is *CLAIM*, then the activity is a claimed activity.

   If Type is *PLANNED*, then the activity is from Calendar of Events.

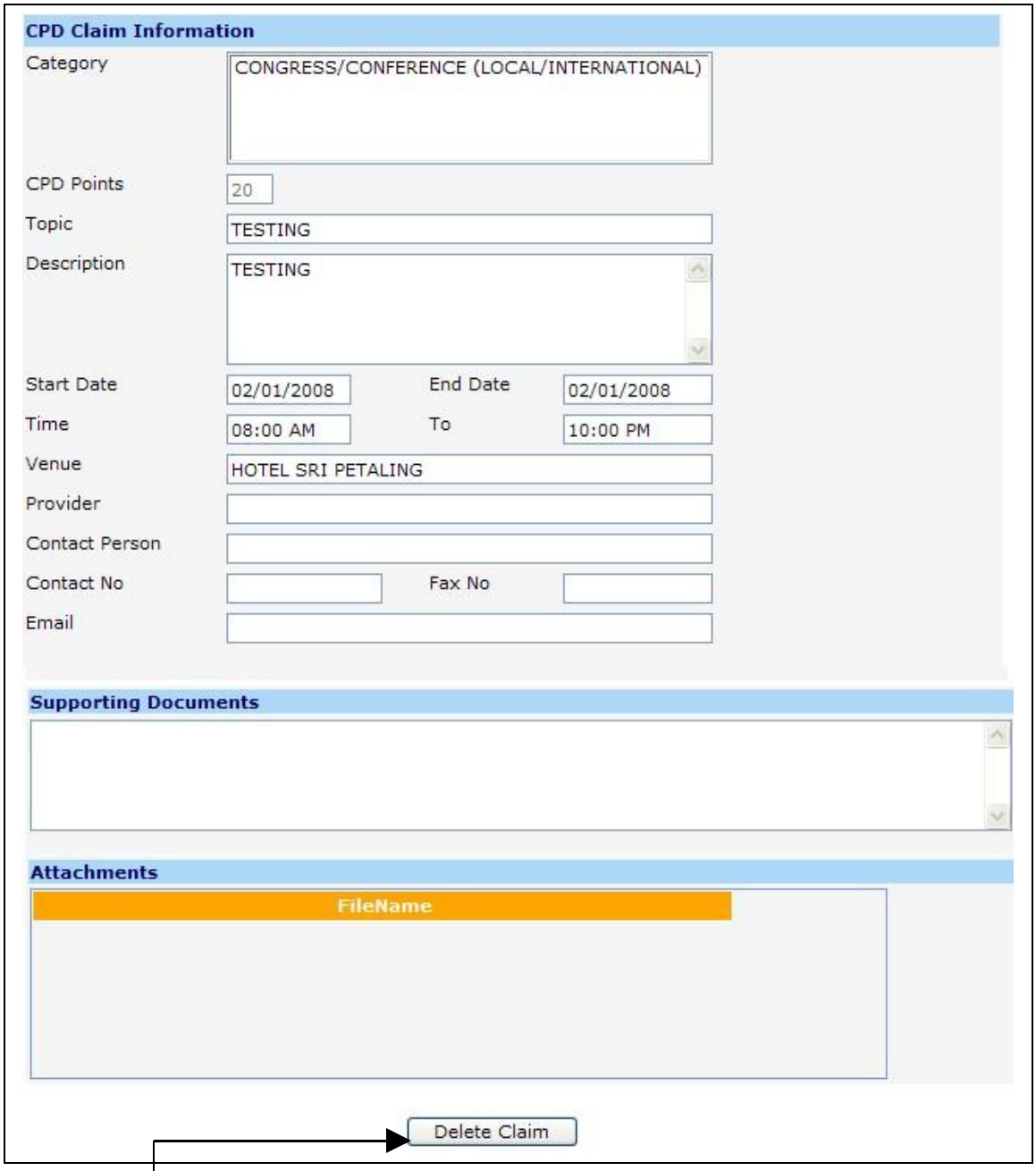

Figure 8.2: CPD Claim Information's screen

4. Click on the *Delete Claim* button. A message box as shown in Figure 8.3 will be displayed to confirm your action.

Figure 8.3: Confirmation message box

5. Click OK button to confirm your action.

Note:

Once you have deleted the CPD Claim Points, the points will be recalculated and it will be reflected in your Log Book.

9.0 VIEW LOG BOOK

Overview:

Log Book link allows you to view the CPD points that you have collected for the current year.

To access the Log book screen, click on the *Log book* link on the left side of navigation bar.

Steps:

1. Log in as User (Refer to section 3.0 Login).
2. Click on the *Log Book* link. The Log Book screen displays as shown in Figure 9.1.

***Note**: The log book will display all the CPD points collected to date of the current year.*

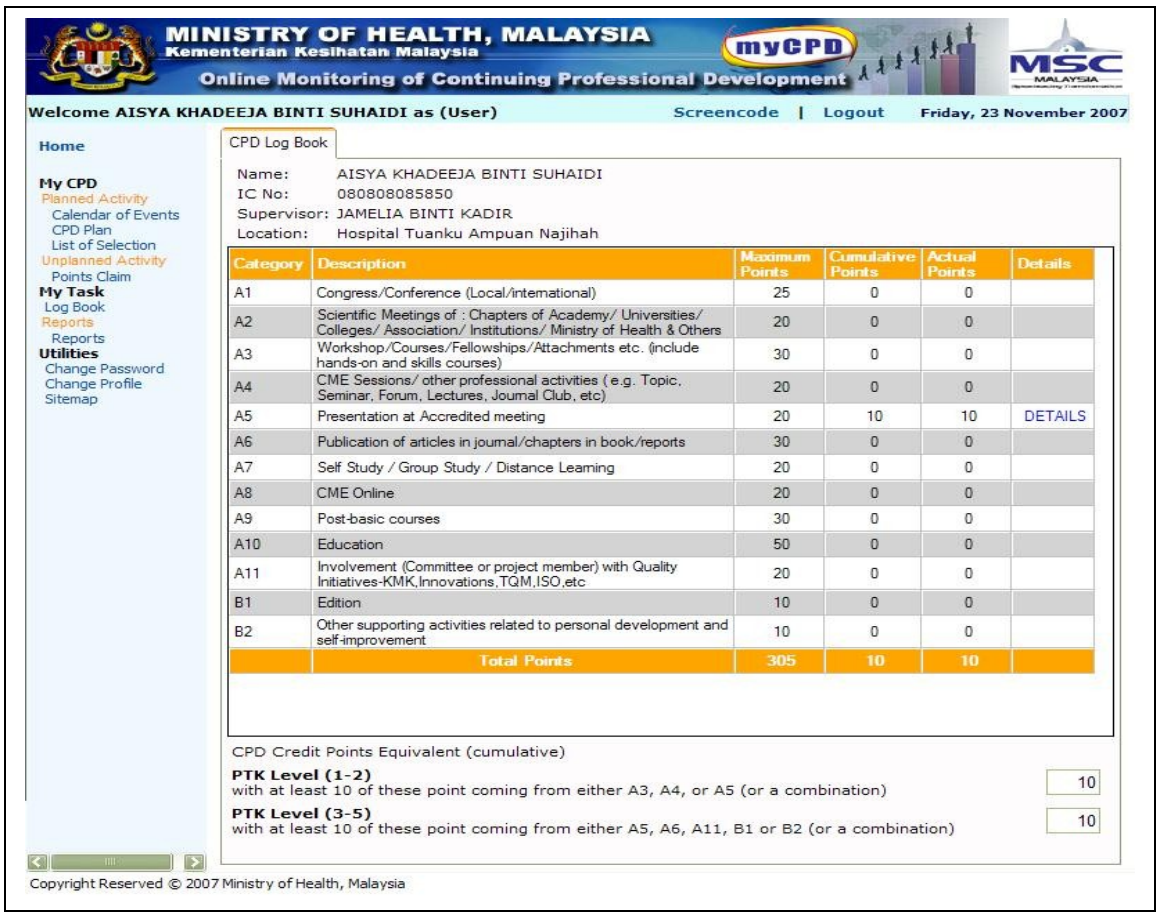
MINISTRY OF HEALTH, MALAYSIA
Kementerian Kesihatan Malaysia
myCPD
Online Monitoring of Continuing Professional Development
MSC MALAYSIA
Welcome AISYA KHADEEJA BINTI SUHAIDI as (User)
Screencode | Logout
Friday, 23 November 2007
Home
My CPD
Planned Activity
Calendar of Events
CPD Plan
List of Selection
Unplanned Activity
Points Claim
My Task
Log Book
Reports
Reports
Utilities
Change Password
Change Profile
Sitemap
CPD Log Book
Name: AISYA KHADEEJA BINTI SUHAIDI
IC No: 080808085850
Supervisor: JAMELIA BINTI KADIR
Location: Hospital Tuanku Ampuan Najihah
Category | Description | Maximum Points | Cumulative Points | Actual Points | Details
A1 | Congress/Conference (Local/international) | 25 | 0 | 0 |
A2 | Scientific Meetings of : Chapters of Academy/ Universities/ Colleges/ Association/ Institutions/ Ministry of Health & Others | 20 | 0 | 0 |
A3 | Workshop/Courses/Fellowships/Attachments etc. (include hands-on and skills courses) | 30 | 0 | 0 |
A4 | CME Sessions/ other professional activities (e.g. Topic, Seminar, Forum, Lectures, Journal Club, etc) | 20 | 0 | 0 |
A5 | Presentation at Accredited meeting | 20 | 10 | 10 | DETAILS
A6 | Publication of articles in journal/chapters in book/reports | 30 | 0 | 0 |
A7 | Self Study / Group Study / Distance Learning | 20 | 0 | 0 |
A8 | CME Online | 20 | 0 | 0 |
A9 | Post-basic courses | 30 | 0 | 0 |
A10 | Education | 50 | 0 | 0 |
A11 | Involvement (Committee or project member) with Quality Initiatives-KMK,Innovations,TQM,ISO,etc | 20 | 0 | 0 |
B1 | Edition | 10 | 0 | 0 |
B2 | Other supporting activities related to personal development and self-improvement | 10 | 0 | 0 |
Total Points | 305 | 10 | 10 |
CPD Credit Points Equivalent (cumulative)
PTK Level (1-2)
with at least 10 of these point coming from either A3, A4, or A5 (or a combination) 10
PTK Level (3-5)
with at least 10 of these point coming from either A5, A6, A11, B1 or B2 (or a combination) 10
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Figure 9.1: Log Book screen

10.0 VIEW REPORT LOG BOOK

Steps:

1. Log in as User (Refer to section 3.0 Login).
2. Click on *Report* link. The Report Log Book screen displays. See Figure 10.1.

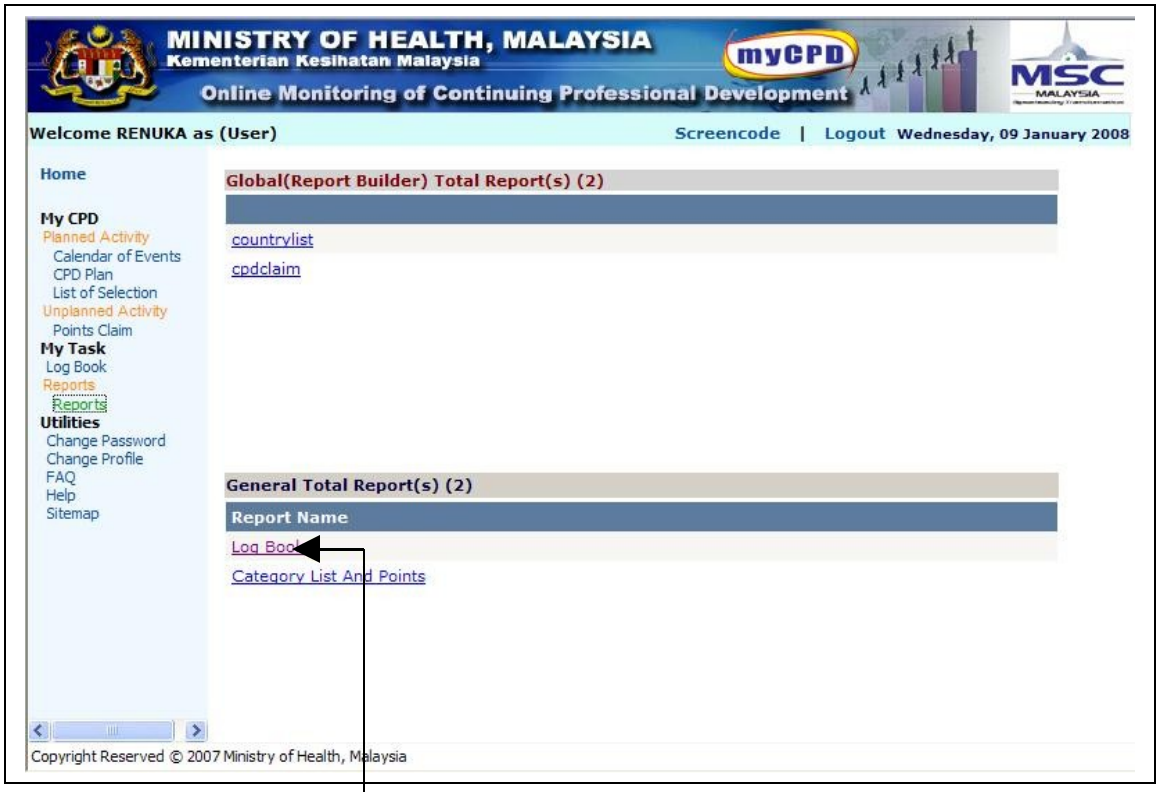
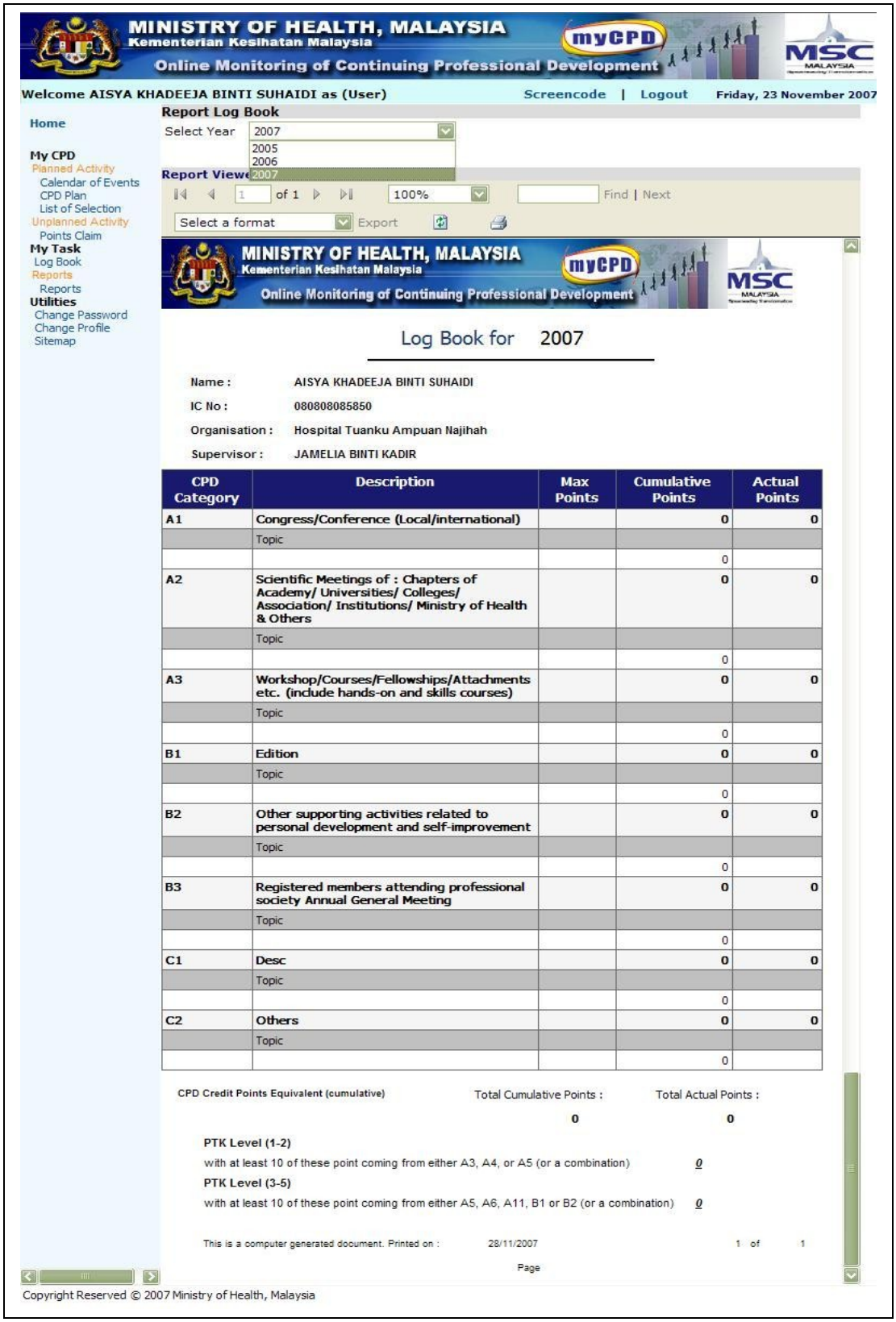


Figure 10.1: Report screen

3. Click on the Log Book link. The report as shown in Figure 10.2 will be displayed.
4. Select the year of your choice from the *Year* drop down list.
5. Click on the *Generate Report* button to generate your Log Book report. See Figure 10.2.


MINISTRY OF HEALTH, MALAYSIA
Kementerian Kesihatan Malaysia
myCPD
Online Monitoring of Continuing Professional Development
MSC MALAYSIA
Welcome AISYA KHADEEJA BINTI SUHAIDI as (User)
Screencode | Logout
Friday, 23 November 2007
Home
My CPD
Planned Activity
Calendar of Events
CPD Plan
List of Selection
Unplanned Activity
Points Claim
My Task
Log Book
Reports
Reports
Utilities
Change Password
Change Profile
Sitemap
Report Log Book
Select Year 2007
2005
2006
2007
Report Viewe
of 1
100%
Find | Next
Select a format
Export
MINISTRY OF HEALTH, MALAYSIA
Kementerian Kesihatan Malaysia
myCPD
Online Monitoring of Continuing Professional Development
MSC MALAYSIA
Log Book for 2007
Name : AISYA KHADEEJA BINTI SUHAIDI
IC No : 080808085850
Organisation : Hospital Tuanku Ampuan Najihah
Supervisor : JAMELIA BINTI KADIR
CPD Category | Description | Max Points | Cumulative Points | Actual Points
A1 | Congress/Conference (Local/international) | | 0 | 0
Topic
0
A2 | Scientific Meetings of : Chapters of Academy/ Universities/ Colleges/ Association/ Institutions/ Ministry of Health & Others | | 0 | 0
Topic
0
A3 | Workshop/Courses/Fellowships/Attachments etc. (include hands-on and skills courses) | | 0 | 0
Topic
0
B1 | Edition | | 0 | 0
Topic
0
B2 | Other supporting activities related to personal development and self-improvement | | 0 | 0
Topic
0
B3 | Registered members attending professional society Annual General Meeting | | 0 | 0
Topic
0
C1 | Desc | | 0 | 0
Topic
0
C2 | Others | | 0 | 0
Topic
0
CPD Credit Points Equivalent (cumulative)
Total Cumulative Points : 0
Total Actual Points : 0
PTK Level (1-2)
with at least 10 of these point coming from either A3, A4, or A5 (or a combination) 0
PTK Level (3-5)
with at least 10 of these point coming from either A5, A6, A11, B1 or B2 (or a combination) 0
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Page 1 of 1
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Figure 10.2: Log Book report

6. To printout report, click icon. The print box displays.

   Option: Report can be exported to other format, by selecting **Report Format** from Select Report Format dropdown menu and click Export button.

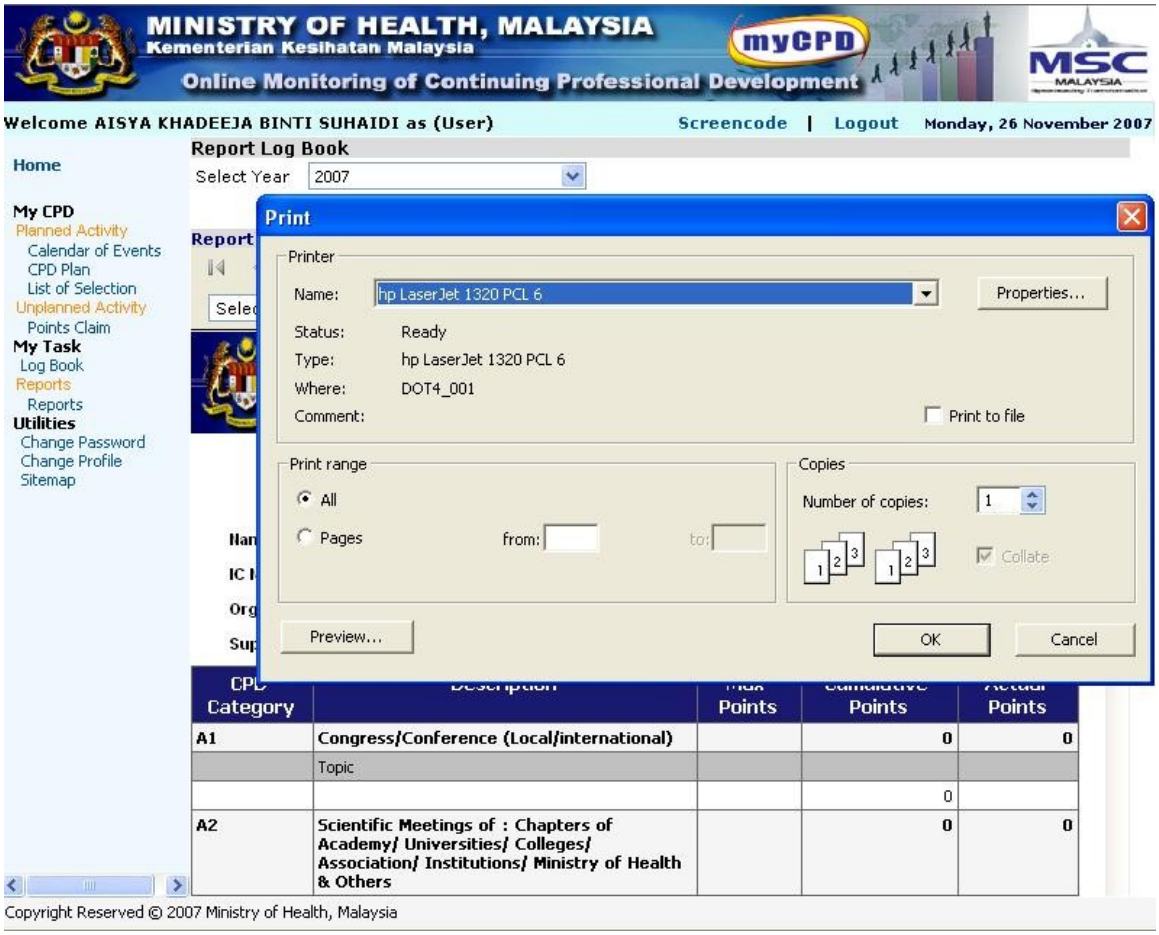


Figure 10.3: Print Log book

7. Select the **Printer Name** from *Name* dropdown list.
8. Click on the *OK* button.

Note:

The report can also be exported to other format such as XML file, Excel, CV, TIFF file, PDF acrobat and etc. See Figure 10.4.

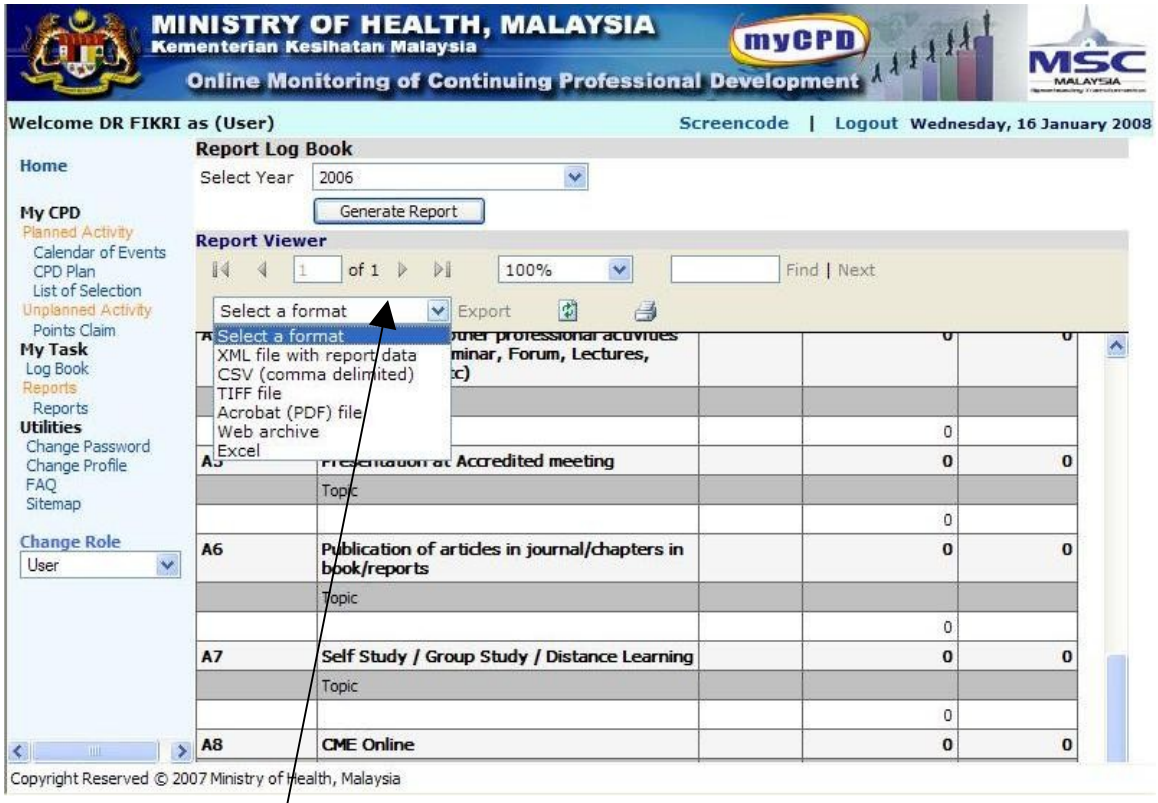


Figure 10.4: Export Log Book

Choose the format

To export the log book, select the format of your option from the *dropdown list* and click at the *Export* hyperlink.

A pop up will be shown in a new window will be opened based on the format you have selected. See Figure 10.5. E.g. Format selected was PDF Acrobat.

File Download
Do you want to open or save this file?
Name: rptLogBook.pdf
Type: Adobe Acrobat Document
From: scmtestsvr
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

Figure 10.5: Pop up screen

Click on the "*Open*" button to view the Log book else, click on the "*Save*" button to save the Log Book.

11.0 CHANGE PROFILE

Overview

Change Profile allows you to update the information that you have entered during user registration. You are allowed to change your name, mailing address, place of work and etc at any point of time when you are logged in as registered user.

To access the Change Profile menu, click on the *Change Profile* link on the left side navigation bar.

Steps:

1. Log in as User (Refer to section 3.0 Login).
2. Click on the *Change Profile* link. Change Profile screen displays. See Figure 11.2.
3. Change the information that you wish to update.
4. Click on the *Submit* button. A message box as shown in Figure11.1 will be displayed.
5. Click on the *OK* button and user dashboard screen will be displayed.

Figure 11.1: Message box displays the information is successfully updated.

Note:

The field marked with blue asterisk (*) are editable fields. You are allowed to update the information on those fields marked with the blue asterisks.

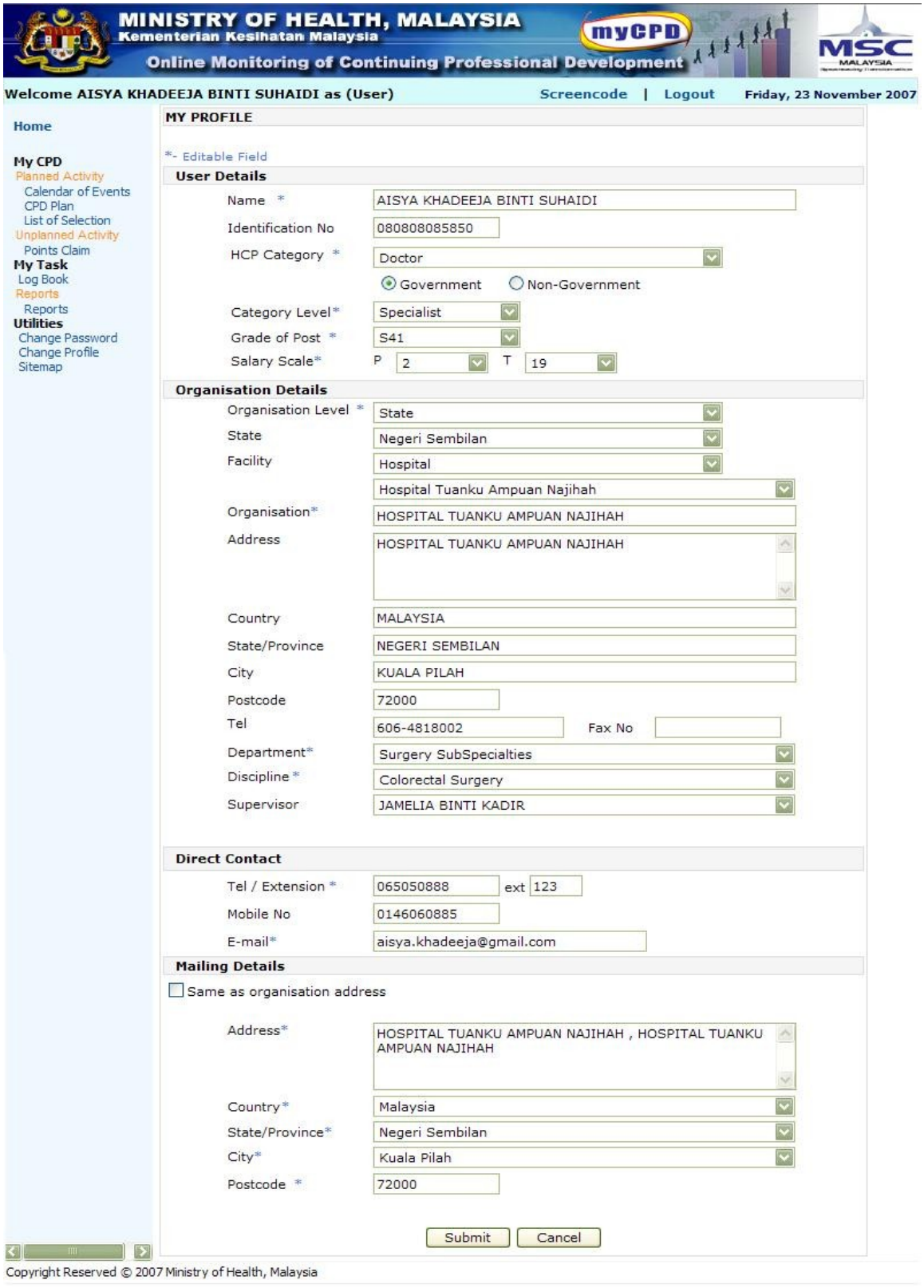


Figure 11.2: Change Profile screen

12.0 CHANGE PASSWORD

Overview

Change Password allows you to change the password that you use to access the MyCPD application. Your password should be hard to guess and changed often.

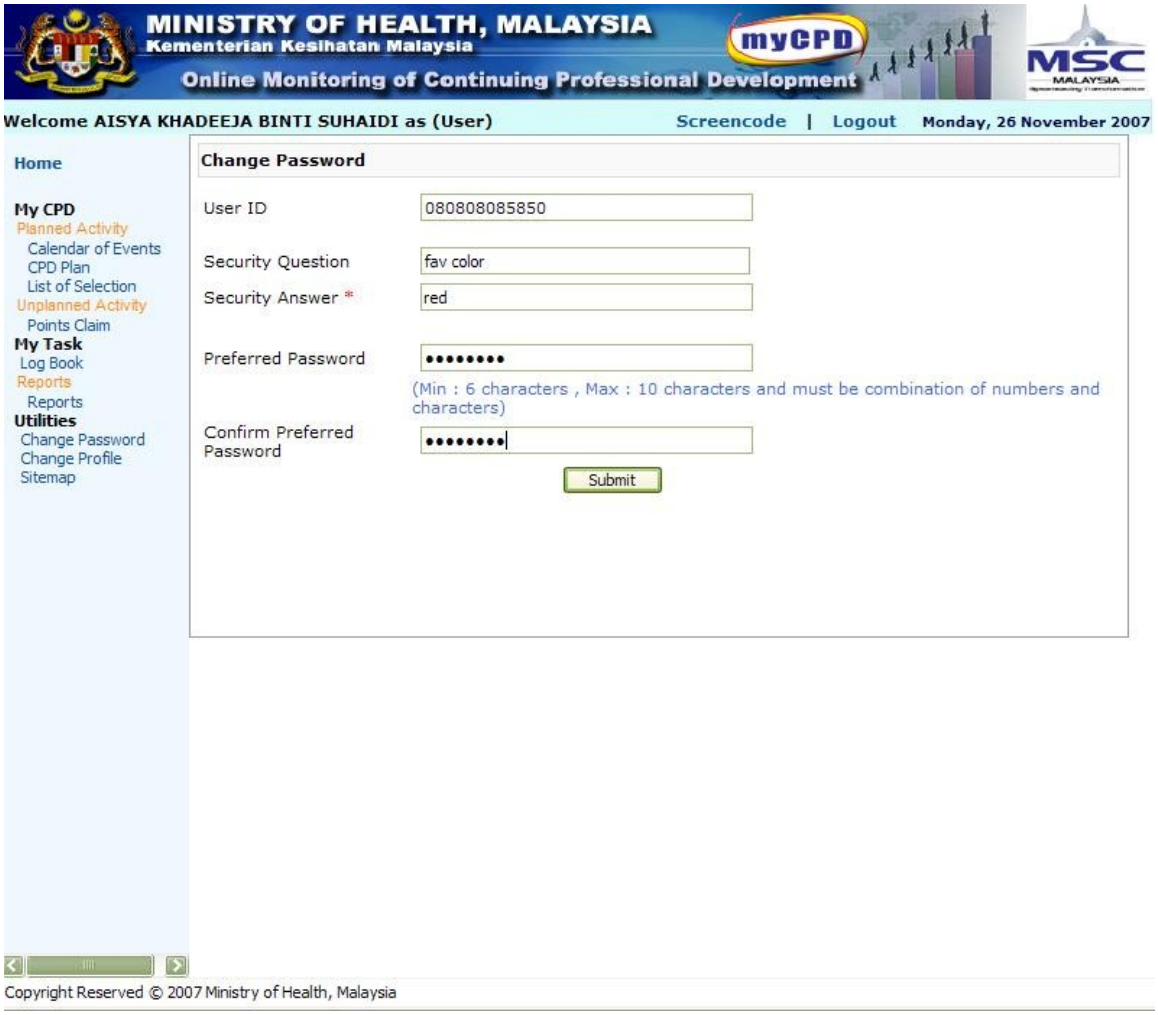
To access the Change Password screen, click on the *Change Password* link on the left side navigation bar.

Steps:

1. Log in as User (Refer to section 3.0 Login).
2. Click on the *Change Password* link. The Change Password screen displays.

Figure 12.1: Change Password Screen

3. Enter your current password in the *Current Password* field
4. Enter your security answer in the *Security Answer* field.
5. Click on the *Go* button.
6. If the password and security answer is valid, the Preferred Password and Confirm Password fields are displayed. See Figure 12.2.



12.2: Change Password Screen

7. Enter your new password in the *Preferred Password* field.
8. Re-enter your new password in the *Confirm Preferred Password* field.
9. Click on the *Submit* button. A message box shown in Figure 12.3 is displayed.

Windows Internet Explorer
Your profile has been successfully saved and a notification email will be sent to your email shortly.
OK

Figure 12.3: Message box displays the password has successfully been changed

Click on *OK* button and User Dashboard screen will be displayed. An email will be sent to your email address that you have entered during the registration. The email will have information on the new password.

Note:

In case, you are not able to change your password (if you have forgotten your security answer), you can request the Admin HQ to reset the password for you.

Your default password is mycpd123